



JOB POSTING

November 11, 2019

Position: Human Resources Coordinator

Division: Thomson-Gordon Group

Department: Human Resources

Reports To: Human Resources Director

Position Purpose and Objectives

The Human Resources Coordinator of the Thomson-Gordon Group reporting to the Director, Human Resources will be responsible for the following:

HR Functions:

- Facilitates establishing the organizational culture and climate in which people have the competency, concern and commitment to serve customers, suppliers, fellow employees and organization well.
- Involved in the design of job descriptions and ensures they are in place for all the positions and are up-to-date, hiring process, including internal hires reward recognition and strategic pay performance development and reviews career and succession planning and employee development.
- Contributes to the development of and the accomplishment of the organization-wide strategic plan and objectives. The HR objectives are established to support the success of the overall strategic plan and objectives.
- You will play an essential role in organizational success through your knowledge about and advocacy of people. The advocacy includes expertise in how to create a work environment in which people will choose to be motivated, contributing and happy.
- Will have the ability to link change to the strategic needs of the organization which will minimize employee dissatisfaction and resistance to change.
- Contributes to the organization by constantly assessing the effectiveness of the HR function.
- Promotes the overall success of the organization. Facilitates the identification of the organizational mission, vision, values/practices, and goals.
- Helps determine the KPI's that will tell the organization how well the HR functions overall.
- Define and document HR processes in order to provide constant, efficient and effective support to the business.
- Manage and maintain the HR Shared drive and other HR related systems.

- Support the Annual Performance management process for all employees.
- Monitor and implement WSIB programs (early return to work etc.).
- Responsible to ensure any employees on sick leave or WSIB return to work as soon as possible. Responsible to proactively communicate with an employee on WSIB that modified work is available and ensure their return to work without lost time.
- Monitor & administer benefit programs
- Coordination of annual service award program
- Work with Company Managers on employee development & performance management
- Monitor and administer employee performance process
- Lead the H&S program and represent the company as the certified company member.
- Responsible to interface with our labour lawyers when legal advice related to HR matters is required.
- Implements and facilitates employee assistance programs, profit-sharing programs, organization communication and training programs.
- Maintain revisions of employee manual and other documents/policies/legislations related to the company.
- Responsible for evaluation of the effectiveness of HR strategies. The HR Co-Coordinator will have the knowledge about and the ability to execute successful HR strategies.
- Co-chair for internal committees, Social Committee, H&S Committee, & Golf Committee and other HR related committees.
- Performs HR activities for Poland and MBA department and other company units as required.
- Keep up to date with the latest HR trends and best practices.
- Create content and HR's contribution to monthly TG Newsletter.
- All other duties as required.

Payroll Functions

- Payroll processing for hourly & salary employees (T4's/Taxable Benefit Calculation).
- Ensure government withholdings paid accurately and on time.
- Ensure salary/wages allocated to correct business units.
- Reconcile payroll related G/L accounts.
- Year-end government reporting (i.e. WSIB, EHT reconciliations)

Knowledge, Skills and Abilities Required

- Ability to speak effectively to employees of organization.
- Ability to solve practical problems.
- Maintains confidentiality of all information
- Familiar with regulations related to HR including PIPEDA, Employment Standards, OH+S act (OHSA), Accessibility for Ontarians with Disabilities Act, etc.
- Computer literate – Microsoft Word, Excel, and Database application.
- Ability to work under pressure
- Ability to work independently
- Strong organizational skills
- Strong people skills
- Basic bookkeeping knowledge an asset
- Ability to work on own as Company's prime HR resource
- Requires good judgement and a professional demeanor

Minimum Qualifications

CHRP or equivalent

Community College Diploma in HR

Minimum 7+ years of professional experience in human resources in industrial/manufacturing settings

Interested candidates, please submit your resume to Donna Mason by the above closing date.