

Job Identification

Job Title: Human Resources Generalist
Division: Bailey West Inc.
Department: Human Resources (HR)
Reports To: Corporate HR Manager

Job Purpose Summary

In consultation with Corporate Human Resources (HR) & Health and Safety (HS) and the General Manager, the Human Resources Generalist is responsible for providing strategic HR support and leadership to managers and employees to meet Divisional and Corporate objectives. This includes the development and implementation of HR policies, employee programs and services, which includes recruitment, selection, retention, legal compliance, employee/labour relations and health and safety initiatives. This position will report dotted line to the General Manager and work closely with the Corporate Health and Safety Manager and the Management Team.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

- Support Corporate HR, HS and the General Manager with all transactional HR and HS related functions.
- Manage the full cycle recruitment and onboarding process by consulting with Hiring Managers to determine the appropriate recruitment strategy for each new role from start to finish.
- Assist the Corporate Health and Safety Manager in the investigation of work related accidents.
- Coordinate and monitor HR and HS training and development initiatives and programs.
- Assist with the development of HR and HS policies and procedures.
- Distribute HR and HS policies, procedures and memorandums to the appropriate individuals, divisions, or departments.
- Advise on labour relations issues and liaise with Union representatives as required.
- Respond to internal and external HR and HS related inquiries from employees, department managers, government agencies (EI, WCB, etc.) and other parties.
- Administrative duties such as file maintenance, training record maintenance, and time & attendance maintenance.
- Maintain current knowledge of all related Company policies and employment legislations (i.e., Human Rights Act, Employment Standards, Labour Relations Act, Occupational Health & Safety Act, Workplace Safety and Insurance Act, AODA) and enforce adherence to requirements; advising managers / supervisors on needed basis.
- Encourage and promote positive and effective employee relations through communications initiatives, coaching supervisors, providing counseling to employees and monitoring employee satisfaction.
- Present a positive and professional image to all visitors, suppliers, inquiries, and other interactions.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.

- Understand, support and adhere to the company's health and safety policies, programs and procedures by communicating and promoting health and safety awareness to coworkers and subordinates.
- Other responsibilities and accountabilities as assigned by the Corporate Human Resources Manager and other members of the Executive team.

Requirements

- University/College degree or diploma in Human Resources Management.
- CHRP/CHRL designation an asset.
- 3 to 5 years' experience working in human resources within a unionized manufacturing environment.
- Highly flexible with strong communication and interpersonal skills.
- Understanding of B.C. employment legislation and labour relations practices.
- Proficient working knowledge of Microsoft Office.
- Functional knowledge of ADP Workforce Now payroll system.
- Excellent written and verbal communication
- Effective listening skills.
- Demonstrated ability to maintain confidentiality and use discretionary skills.
- Valid driver's license and clean drivers abstract.

Working Conditions

- Overtime as required.
- Regular travel to other divisions.