

## POSITION DESCRIPTION

**JOB TITLE:** HR Business Partner - Recruitment

**DEPARTMENT:** HR

**REPORTING TO:** HR Manager

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### SUMMARY

Our Human Resources (HR) Business Partner supports Human Resources practices and objectives for a high-performance culture that emphasizes the recruitment and on-boarding of our talented team members, effective payroll and compensation administration, and development of HR tools to assist productivity. Our HR Business Partner supports our strategic growth and supports managers and team member regarding Human Resources issues. This position reports to the HR Manager and works closely with the HR Team and other departments.

### DUTIES AND RESPONSIBILITIES

#### *Recruitment & Onboarding*

- Provide leadership and participate with management for our recruitment and selection process, including screening candidates, participating in our team-based interview process, checking references, preparing/presenting offers of employment
- Support Daiya's business needs by creating or updating job descriptions for all positions.
- Work with the HR Team and assigned business unit(s) leaders to develop and implement all aspects of effective workforce planning, talent pipeline requirements, employee development and talent acquisition to meet business unit talent needs
- Prepare new team members by conducting HR orientations and ensuring all HR paperwork and QA training is complete
- Create and maintain human resources files for each team member
- Conduct the onboarding process:
  - Set up and coordinate email credentials, access cards, GMP training sessions
  - Create orientation packages including contracts, paperwork and swag bags
  - Enter new hires into Dayforce Time Management system, including updates throughout employment
  - Create and maintain human resources files for all team members, including updating or amending employment contracts

#### *Employee Relations*

- Provide day to day performance management support and guidance to Business Leaders on management, coaching, career development, employee relations
- Work with team members to provide support for education and information
- Maintain corporate culture of excellence and support the understanding of Daiya's core values
- Assist with change management processes during rapid growth
- Assist with identifying gaps in existing HR policies and procedures; contribute to the development of new/amended HR policies and procedures, and facilitate delivery into the business units
- Collaborate with other departments and implement programs to improve employee engagement, employee retention and support turnover reduction
- Maintain current in-depth knowledge of standards and legislations related to day to day management of employees, reducing employment legal risks and ensuring regulatory compliance
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; and participating in human resource association activities.
- Handle incoming inquiries from team members - Including hosting monthly 'Ask an HR Expert'

- Participate with Culture Team and plan monthly company events to enhance Daiya culture
- Assigned special projects and other duties

#### ***Payroll, Compensation & Benefits***

- Process HR changes as required for promotions, leave of absence, resignations, etc. Ensure procedures comply with HR guidelines, legislation and corporate audit requirements
- Lead the implementation and training of specific Ceridian HR modules for all team members and supervisors
- Assist with analysis of wage and salary reports and data to support a competitive compensation plan
- Follow up with enrollment of new employees into the benefits programs

#### ***Training & Development***

- Train managers/employees on company policies/procedures and other organizational development training programs
- Assist with the development and implementation of leadership and team training workshops

#### **EDUCATION AND EXPERIENCE**

- Relevant degree or diploma in Human Resources
- 4 to 5 years' experience of progressive HR experience.
- Preference will be given to candidates with prior experience in a food manufacturing setting.
- Experience working with HRIS (Ceridian Dayforce is an asset)
- Proven ability to understand the present and future operational requirements and identify the associated human resource requirements
- Demonstrated ability to influence change within the organization by leveraging strong working relationships built on trust
- Able to work autonomously with minimal supervision.
- Legally entitled to work in Canada (Permanent Resident or Canadian Citizen)

#### **RELATED SKILLS, KNOWLEDGE AND ABILITIES**

- Strong interpersonal, and coaching skills; able to work independently and as a part of a team.
- Ability to handle multiple projects in a fast-paced environment.
- Demonstrated analytical, problem solving and decision-making abilities.
- Ability to prioritize under the pressure of tight deadlines.
- Ability to persuade and positively influence at all levels of the organization.
- Able to deal tactfully and efficiently with all enquiries.
- Strong organizational and time-management skills.
- Excellent written and oral communication skills including strong presentation skills.
- Strong working knowledge of Microsoft applications including Outlook, Excel, Word, etc.

#### **BENEFITS**

- Competitive wages
- MSP and Extended Health benefits fully paid by Daiya for your family
- 3 weeks' vacation
- RRSP matching your retirement contributions
- Long Term Incentive Plan
- Annual personal health and wellness fund
- Fun and creative environment
- Inspiring and innovative work
- Smart and passionate teams
- Making people and the planet a healthier place

#### **HOW TO APPLY**

Please submit your application to [hr@daiyafoods.com](mailto:hr@daiyafoods.com) with "**HR Business Partner**" on the subject line.