



## **POSITION DESCRIPTION**

**JOB TITLE:** Human Resources Manager - Recruitment

**DEPARTMENT:** Human Resources

**REPORTING TO:** Chief Human Resources Officer

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### **SUMMARY:**

Our HR Manager – Recruitment works closely with the Chief Human Resources Officer (CHRO) to lead the areas of recruiting and retention, people management, and support HR program implementation. This important leadership role supports Human Resources practices and objectives for a high performance culture that emphasizes health and safety, development of HR tools to assist productivity, and the recruitment and ongoing development of our talented team members. Our HR Manager - Recruitment ensures efficient implementation of services, policies, and programs and assists and advises company managers and supervisors about Human Resources issues. Provides leadership to HR team along with the HR Manager – Employee Relations and Systems and may act on behalf of CHRO in her absence.

### **DUTIES AND RESPONSIBILITIES:**

#### ***Leadership***

- Partners with the CHRO and HR team to develop and build strategies that focus on meeting strategic business objectives and accelerating results while supporting and strengthening our Core Values.
- Provides leadership in the development of recruitment and retention plans to support the business strategy.
- Provides support and guidance to the HR team in bringing a people perspective to the business activities of the organization.
- Act as a knowledgeable resource to deliver performance management support and guidance to Business Leaders on management, coaching, career development, employee relations.

#### ***Recruitment & Onboarding***

- Manages the recruitment and selection process for salary and hourly team members, including screening candidates, participating in 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 CHRO and assigned business unit(s) leaders to develop and deploy all aspects of effective workforce planning, talent pipeline requirements, employee development and talent acquisition to meet business unit talent needs.
- Ensure HR team prepares new team member packages and conducts orientation programs and ensuring all HR paperwork and QA training is complete.

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

- Train managers/supervisors/team members on company policies/procedures and other organizational development training programs.

***Organizational Development***

- Maintain corporate culture of excellence and reinforce Daiya's core values
- Assist with change management principles 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
- 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
- Identify and drive the communication and sharing of best practices across functions to facilitate continuous improvement
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; and participating in human resource association activities.

***Payroll & Compensation***

- Good working knowledge of our Dayforce platform to support accurate time and payroll management as needed. Ensures effective design and delivery of relevant HR modules.
- Lead the implementation and training of specific Ceridian HR modules for all team members and supervisors
- Supports the implementation and training of Ceridian HR system for all team members.
- Assists with annual Market Labour Surveys with HR tools and drafts recommendations for annual wage increases as required.

***Innovation Projects***

- Assigned special projects and other duties

**EDUCATION, SKILLS AND EXPERIENCE:**

- Experience as a strategic HR Leader within a fast-growing environment, combined with 6 to 8 years of experience in Human Resources.
- Completion of a degree in Human Resources Management, or equivalent; CPHR an asset.
- Strong leadership, coaching, facilitation, conflict resolution and relationship management skills.
- Previous experience managing a professional HR team including coaching, developing, and leading to support the growth of all team members.
- Strong knowledge of applicable employment and human rights legislation.
- Demonstrated conceptual, analytical, and problem-solving skills.
- Excellent interpersonal, communication and presentation skills.
- Excellent organizational and planning skills and the ability to juggle multiple priorities.
- Must possess tact, diplomacy and the ability to maintain confidentiality.
- Excellent customer service focus and a true team player.
- Knowledge of consumer-packaged goods in the food industry is an asset
- Able to work autonomously with minimal supervision.
- Ability to persuade and positively influence at all levels of the organization.
- Strong working knowledge of Microsoft applications including Outlook, Excel, Word, etc.

**HOW TO APPLY**

Please submit your application to [hr@daiyafoods.com](mailto:hr@daiyafoods.com) with "Human Resources Manager" on the subject line.