

Position: People Development Associate
Posting Date: July 25, 2017
Closing Date: Aug 15, 2017
Job ID: PD-0725
Experience: Minimum 3 years
Direct Reports: None
Reports to: Manager, People Development
Location: 165 The Queensway (Ontario Food Terminal Heritage Building) with weekly support provided to 302 Dwight Avenue

About Us

At Gambles, people and product is everything. We offer the widest assortment of top quality fruits and vegetables for the wholesale, foodservice and retail operators. Our goal is to be the supplier of choice for all of our Customer's needs.

What We Offer

- Integrity, Respect and Teamwork as company values
- High-touch company culture with entrepreneurial atmosphere
- A collaborative and cross-functional work environment
- Flexible work arrangements to support different work/life balance needs
- Learning and development opportunities
- Competitive benefits and pension plan

Job Description

Working at our location at the Ontario Food Terminal heritage building, the People Development Associate will be responsible for providing broadbased HR support to our business units. The Associate will act as the first point of contact for many administrative and employee engagement functions to provide consistent, professional and seamless services to the organization.

Key Accountabilities

- Provide guidance and full service support in all employee lifecycle events (recruitment initiatives, sourcing and selection, offer letters, on-boarding schedules and other associated communications, performance management programs, off-boarding and release procedures, etc.)
- Provide support, advice, and guidance to the business on all routine HR-related administrative and policy issues (benefits, total rewards, etc.)
- Assist in Learning and Organizational Development programs as assigned by Manager
- Provide consultation and guidance in employee relations issues, including knowledge of current Employment Standards Act
- Assist in the planning and organization of company events and other employee engagement activities
- Act as they key liaison and coordinator for union and labour relations
- Provide back-up on payroll system as needed

- Assist in the administration of annual reviews and talent management
- Manage and maintain the HR databases and employee files acting as the expert on HR records management
- Assist with tracking and disseminating HR information/reports

What You Bring

As a key contributor to a small team, the successful candidate must have a positive, vibrant, team-oriented attitude. This role interacts with all levels of the organization with opportunity for rapid future growth. Minimum criteria includes:

- 3 – 5 years' experience
- Degree / Diploma in HR Management or equivalent
- CHRP designation
- Superior relationship-management skills with ability to partner with all facets of the business
- Proven track record of managing HR functions for a small to mid-size organization
- Excellent written and verbal communications skills
- Professionalism and diplomacy when dealing with company-sensitive information
- Detail-oriented, ability to multi-task, prioritize workload and remain calm under pressure
- Experience in union environment and labour relations (considered an asset)
- Some Organizational Development experience preferred

How to Apply

Interested applicants should send a resume with cover letter to jobs@goproduce.com, quoting the Job ID number in the subject line.

Please note that this role requires the candidate to travel between the Ontario Food Terminal (165 The Queensway) and our Distribution Centre (302 Dwight Avenue).