



HRIS & Employee Lifecycle Specialist

Who are you?

You have a few years of experience with HR Information Systems (Ceridian Dayforce an asset!) and Employee Lifecycle events under your belt. Working well as part of a tight-knit team while also having the opportunity to work autonomously gets you excited. You are a driven and tech savvy individual with the initiative taking skills to not only get things done, but to make the work even better. Collaborating with people and adapting to change doesn't faze you one bit! You are enthusiastic, confident, professional and ready to take on all things HR.

If this sounds like you, then this opportunity might be the perfect fit!

Who are we?

At Gambles, produce is everything. Our business provides of the widest assortment of top quality fruits and vegetables for the wholesale, foodservice and retail sectors. With a history dating back to the early 1900's, Gambles has grown and evolved in to one of the largest produce wholesalers in all of Ontario. Our goal is to not only be the supplier of choice for all of our customer's needs, but an employer of choice for "top talent" candidates and employees.

Why Gambles?

Our people are the backbone of our business, which is why we are continuously looking to develop our people and bring super-stars onto our team! We have a "hire-from-within" mentality at Gambles, which means we put extra focus on developing our people and giving them unique career advancement opportunities. Just like our products and our customer-base, we love to see our people grow!

We offer a competitive benefits package with employer covered health and dental benefits (you don't pay the premiums!) and a company matched Pension Program for our full-time employees who have at least 12 continuous months of service.

Plus, we have a stellar Social Committee that works to plan fun events and activities to support our culture at Gambles! At Gambles you won't just get a job, you'll get a second family.

Our Locations

We have two locations which are both in Etobicoke Ontario – the Ontario Food Terminal located at 165 the Queensway and our Distribution Centre at 302 Dwight Avenue.

The Ontario Food Terminal is Canada's largest wholesale Fruit and Produce Terminal. It ranks amongst the top four Terminal Markets in Canada and the United States by volume of produce distributed.



Gambles services a variety of customers out of the Terminal including local farmers, local fruit and vegetable stores, independent and chain supermarkets, retailers, restaurateurs, foodservice, caterers, farmers' markets, farm gate markets, florists, garden centres, landscapers, convenience stores and institutions.

Our Distribution Centre Operation is a state-of-the-art 65,000ft² facility that caters to our program retail and foodservice accounts.

Job Description:

Working out of the Ontario Food Terminal, the HRIS & Employee Lifecycle Specialist is at the hub of the HR (People Development) Department. You will support people from all areas of the business, with a special focus on maintaining and developing our information system and its capabilities.

This position will work primarily during standard business hours Monday – Friday, but may be required to work a flexible schedule as per the needs of the business.

Main Responsibilities include:

HRIS:

- Act as our HRIS super-user (Ceridian Dayforce) by troubleshooting, configuring updates and developing process improvements to our existing system
- Support employee lifecycle management processes such as the on-boarding, termination, personal data changes, internal transfers, schedule changes, etc.
- Perform various HRIS functions including ad hoc data entry, data corrections, collection and formatting of data
- Ensure consistency of data with alignment of company structure and rules
- Provide training and guidance to users on the operation and maintenance of the HRIS system, with a focus on management and supervisory levels

Payroll:

- Act as payroll back up for Payroll and Reporting Specialist (we have weekly payroll)
- Support with Year-End Payroll projects
- Support with salary increase and bonus implementation
- Create total compensation reports in February of each year

Time & Attendance Management:

- Weekly monitoring and correcting of electronic time sheets utilizing the Time & Attendance module of Ceridian Dayforce
 - Liaise with Managers and Supervisors to ensure data accuracy

Benefits & Disability Management:

- Act as first point of contact for any benefits or disability related questions by promptly responding to inquiries regarding group benefits
- Process employee enrollment, changes and terminations



- Liaise with insurance providers to resolve claim and coverage issues
- Sit on the Benefits and Pension committee for annual renewal process and program improvement projects
- Manage the Short-Term and Long-Term Disability claims process
- Provide administrative back-up support to Health and Safety Supervisor in regards to WSIB claims

General HR:

- Prepare documentation for employee lifecycle events (e.g. severance letters, employment agreements, employment verification letters, etc.)
- Provide support in creating, maintaining and implementing company policies, departmental SOP's and HR programs
- Support the on-boarding and off-boarding of employees (e.g. on-boarding scheduling process, welcoming new-hires, sitting in on termination meetings, etc.)
- Support Labour Relations processes by attending and/or preparing for grievance meetings, mediations, arbitrations, shift-bids, etc.

Candidate Requirements and Qualifications:

- Post-Secondary Education, preferably in HR or other related field
- 2-5 years of experience in Payroll, Benefits Administration, HRIS Systems and/or HR Generalist functions
- Experience in a Unionized and/or Warehouse environment a considerable asset
- Priority consideration given to candidates with Ceridian Dayforce experience
- Strong technical abilities, specifically in Microsoft Office and HRIS systems
- Up-to-date knowledge of the Employment Standards Act

Competencies and Personal Attributes:

- Excellent ability to multi-task and prioritize while working under tight time pressure
- Strong customer service and interpersonal skills with the ability to collaborate with people from all levels of the business
- Tactful and professional while maintaining confidentiality
- Well-developed attention to detail and organizational skills
- Strong English communication skills (verbal and written) with the ability to communicate with people of various cultural backgrounds
- Adaptable and able to learn in an ever-changing environment

We thank all those who apply for their interest but only those selected for an interview will be contacted.

Interested parties should apply to jobs@goproduce.com

Please note that Gambles Ontario Produce Inc., is an equal opportunity employer located in a heritage building with our main office at 165 The Queensway, Suite 240. During the recruitment process, if you require any accommodation please email accessibility@goproduce.com in order to notify us of your required arrangements.