

People Development (HR) Coordinator

Who are you?

You are an enthusiastic and driven professional who is looking to launch your human resources career at a company that will give you well-rounded experience. You care about providing an excellent employee experience through your client centered approach. Collaborating with a diverse group of people and adapting to an ever changing environment doesn't faze you. Your high attention to detail and organizational skills set you apart from the rest. You aren't afraid to jump in wherever you are needed and stretch yourself beyond your job description.

Who are we?

At Gambles, produce is everything. Our business provides 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 also 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 is a state-of-the-art 65,000ft facility that caters to our program retail and foodservice accounts.

Job Description

The People Development (HR) Coordinator will report directly to the People Development Manager, with a dotted line to our People Development Supervisor.

This position will support 300 union and non-union employees across both locations as part of a close-knit 5 person HR team. This individual will work primarily out of the Ontario Food Terminal office but will require the ability to travel to both locations regularly.

Although the primary schedule for this individual is 40 hours per week, Monday – Friday, our ideal candidate is able to work a flexible schedule in order to accommodate the needs of the business which may include occasional evenings and weekends.

Responsibilities

Payroll and HRIS System Administration (Ceridian Dayforce) – 25%

- Enter employee lifecycle changes into the system including new hires, terminations, promotions, etc.
- Prepare payroll paperwork for weekly payroll run
- Administer payroll activities in accordance with the Employment Standards Act and the Collective Agreement for our unionized staff

- Processing other adjustments as instructed by the People Development Supervisor
- Back-up to the People Development Supervisor who runs Payroll every week
- Year-End reconciliations

Recruitment and Onboarding – 20%

- Prepare and post job descriptions
- Resume and phone screen candidates
- Schedule and coordinate candidate interviews
- Prepare offers of employment and administer new hire paperwork
- Coordinate onboarding schedules and greet new hires

General Day-to-Day HR and Office Support – 20%

- Prepare standard HR documents and letters such as confirmations of employment, disciplinary letters, promotion or lateral changes, termination letters, etc.
- Triage employee inquiries and direct them to the appropriate resources
- Draft and send announcements and other communications
- Update and publish organizational charts
- Tracking for various HR procedures and projects
- Support Health and Safety Supervisor with projects
- Support People Development Manager and Social Committee with company events and initiatives

HR Reporting – 15%

- Support People Development Supervisor and other key stakeholders by creating and maintaining regular weekly, months and annual reports

Special Projects – 15%

- Support the drafting, refreshing and re-publishing of all HR policies
- Support the development of department Standard Operating Procedures
- Participate in benefits improvement project
- Support Labour Relations and Collective Agreement Negotiations process

Benefits and Pension Administration – 5%

- Provide employees with required paperwork and information
- Communicate with provider to set up employee information

Candidate Requirements

- Qualifications:
 - Post-Secondary Education in Human Resources or another related field
 - Basic understanding of the Employment Standards Act and Occupational Health and Safety Act
 - Basic understanding of recruitment, payroll, benefits, HRIS, and other HR principles
 - Demonstrated proficiency with the Microsoft Office, particularly with Excel, Word and PowerPoint

- Personal Attributes:
 - High-level of emotional intelligence with the proven ability to communicate effectively with a diverse group of stakeholders at all seniority levels
 - Demonstrated organization and time-management skills to navigate a fast-paced environment
 - Attention to detail skills in order to ensure data accuracy
 - A quick learner with the ability to adapt to a regularly changing environment
 - Team oriented with the ability to both take direction and be self-directed

- The following would be considered welcomed assets ...
 - CHRP designation
 - Ceridian Dayforce experience
 - Payroll administration experience
 - Experience working in an operations focused environment

Interested parties should apply with resume and cover letter to
jobs@goproduce.com

Please note that Gambles Group is an equal opportunity employer located in a heritage building with our main office at 165 The Queensway, Suite 240. Accommodation is available upon request for applicants and colleagues with disabilities.