



HR Coordinator (15 Month Contract) – Brandon, MB

The Opportunity:

The Human Resources Coordinator will provide front-line support to a client group of 2000 hourly and 150 salaried employees in a fast-paced manufacturing facility. The incumbent is responsible for establishing credibility with employees by efficiently addressing and responding to inquiries in a unionized environment. With the opportunity of exposure to a variety of HR functions, this position provides the potential to cross-train and further develop a diverse HR skillset.

A snapshot of some of the exciting things you will lead and do:

- Front-line service needs assessment for all inquiries to the HR office (benefits, vacations, leaves and other HR processes)
- Leads and facilitates hourly and salary orientation/onboarding processes using SISTEM and SAP/KRONOS
- SISTEM expert for HR Department
- Ensures employee personnel files are updated accurately and efficiently as required
- Consults and collaborates with other HR members or plant functions to meet business requirements
- Conducts research and generates reports required to support the HR department
- Manages the HR Office in terms of supplies, orderliness, filing kept current, etc.
- Manages daily/weekly/monthly reports as outlined in the HR Reporting calendar
- Provides support in full-cycle hourly employee recruitment process
- Assist with plant wide events
- Other duties as assigned

What we have to offer you:

- Be part of a company with an inspiring and unique vision, with a deep commitment to sustainability and expanding its leadership in sustainable protein across North America
- Competitive Health and Wellness benefits that start on your first day of employment
- Commitment to Learning – courses, resources and tools provided to all employees
- Employee Assistance Program

What you will bring:

- Ability to work in a fast-paced environment, meet deadlines, and be a self-starter
- Excellent interpersonal and communication skills
- Ability to perform work with accuracy and attention to detail
- Strong organizational skills and the ability to take the initiative, problem solve and multi-task
- Second language proficiency in Mandarin, Spanish or Ukrainian is an asset but not required

How to apply:

If you are willing to step into a new and exciting career, please send us your resume, cover letter and required certificates by applying to: <https://careers.mapleleaffoods.com/>

Applicants who are not currently eligible to work in Canada will not be considered for this position. We thank all applicants, however, only those under consideration will be contacted