**HR Generalist**

The Human Resources Generalist is responsible for supporting and administering transactional HR functions that contribute to company-wide Human Resources goals. The HR Generalist establishes and maintains cooperative working relationships with internal and external key stakeholders to ensure the distribution centre delivers a high level of internal customer service to all colleagues through the effective administration of the company’s Human Resources Management program including but not limited to: recruitment programs, talent and development initiatives, Labour Relations activities, etc.

**HR Generalist Responsibilities:**

* Support the recruitment process for client groups which includes: working with hiring managers to determine the staffing needs of specific business units.
* Support different talent management programs including but not limited to: Engagement survey, performance review cycle tracking, Succession Planning, etc.
* Day to day partnering with client groups to provide advice and counsel on HR related issues and concerns with colleagues.
* Investigate and resolve complex and sensitive colleague issues.
* Ensure HR legal compliance by regularly monitoring and implementing applicable federal and provincial requirements; conducting investigations; maintaining records.
* Collaborate with the leadership team to focus on creating an engaging culture facility-wide and to ensure culture initiatives continue to be an critical component and pressing necessity of the overall business strategy of the distribution centre.
* Prepare, analyze and maintain various HR reports, measures and statistics (i.e. Performance Management tracking, vacancy reports, performance reviews, etc.).
* Manage Attendance Support Program and work with Senior Supervisors for follow up and corrective actions.
* Manage colleague tracking and reporting lifecycle process.
* Provide administrative support to the Sr. HR/LR Business Partner, including filing, photo-copying, preparation of correspondence, data entry and letters.
* Assist other team members with additional human resources projects and committees.

**HR Generalist Requirements:**

* Post-secondary education preferably in Human Resources and obtained (or working towards) HR Management Certification.
* 1-3 years progressive HR experience, coordinating departmental programs and initiatives is a definite asset.
* Maintain the highest level of confidentiality and privacy pertaining to all employee and payroll records and any shared internal communications.
* Ability to work collaboratively with key stakeholders to produce innovative solutions.
* Exceptional team-building ability and a strong people development background.
* Demonstrated ability to model blue culture behaviours and align business decisions to CORE values.
* Ability to lead and support change management activities.
* Must have excellent interpersonal, time management, and communication skills.
* Ability to work with a sense of urgency within a fast paced and demanding work environment.
* Intermediate computer systems knowledge (MS Word, Excel, and Outlook).
* Advanced knowledge and understanding of immigration processes and policies.
* Demonstrated customer focus and the ability to develop and nurture positive customer relationships.
* Highly organized and has a high degree of attention to detail.