



“Invested in Your Future”

Human Resources Coordinator

At EastGen, we challenge ourselves to constantly advance the dairy industry and have the best-trained, most knowledgeable staff in dairy genetics. Treating customers with respect and integrity is the foundation of our business and we are accountable to farmers first. Our core values are Passion, Teamwork, Accountability & Trust, Leadership and Innovation. If you share our vision and hold these values – APPLY TODAY.

The successful candidate will be responsible for providing day-to-day support to the Human Resources Manager including diversified administrative activities and managing special projects in support of Human Resources and the Sales and Marketing departments. Reporting directly to the HR Manager you will work closely with the Payroll & Benefits Specialist and staff from other departments in support of special projects.

Major responsibilities include:

- Assisting with the recruitment and onboarding process
- Organizing, scheduling and tracking all training activities under the EastGen Learning Centre
- Planning and coordinating staff events, including travel arrangements, e.g., staff recognition, etc.
- Conducting Employee Engagement and 360 Performance Feedback surveys
- Maintaining the Employee Handbook and researching policy issues as needed
- Maintaining employee files/records, job descriptions, etc.
- Participating on the Health & Safety, Wellness and other committees as assigned
- Responding to general employee inquiries regarding HR policies, benefits, training, etc.

Qualifications:

- Diploma/degree in human resources, business administration or a related field
- HR administrative or coordination experience and knowledge of HR activities (e.g., payroll, benefits, recruitment, employment legislation, performance management, compensation, etc.)
- CHRP designation or in the process of obtaining
- Detail-oriented and organized, with well-developed time management skills to meet deadlines and effectively handle multiple priorities
- Strong interpersonal and relationship building skills to work collaboratively in a high-performance environment
- Strong verbal and written communication skills, tact and diplomacy
- Able to work independently and as a member of a team
- Proficiency with MS Word, Excel, PowerPoint and Access required and ERP/HRIS experience an asset
- Proven ability to maintain sensitive and highly confidential information
- Flexibility and ability to adapt to change

Perks: EastGen offers a progressive work environment and competitive compensation package that includes performance bonuses. We are committed to continuous learning and development and provide ongoing opportunities through the EastGen Learning Centre that build on our strengths and develop our talent.

Candidates are invited to submit a resume by March 16, 2018 to the attention of:

Human Resources Manager, EastGen
7660 Mill Road, Guelph, ON N1H 6J1

or Email: careers@eastgen.ca or Fax: 519-821-1268