

# HR Manager

## About the Company

Canada Royal Milk is a member of the Feihe International group of companies, Asia's number one infant formula brand. Canada Royal Milk is the only producer of infant formula in Canada, manufacturing quality products from Canadian cow and goat milk, ensuring the highest quality and nutritional value for our customers.

We are an international company with a multicultural workforce that is committed to diversity and inclusion. Our team members value and embrace different perspectives and new ideas.

## What We Offer

The opportunity to build and grow a progressive company, competitive wages, and extended health benefits.

## What We Look For

Curiosity, commitment to learning, and a winning mindset.

## About the Role

Join our team as a Human Resources Manager, where you'll collaborate closely with leaders to provide strategic HR support, ensuring effective team management and risk mitigation. Leading a team of 5, the ideal candidate for the role will have solid business sense and the ability to create a comprehensive plan that will integrate recruitment/retention, compensation, recognition/rewards, performance management, labour relations, Occupational Health and Safety, HRIS, payroll, and provide the leadership to deliver results. Your role involves driving the implementation of HR initiatives, maintaining compliance with policies and labour laws, occupational health and safety; and, fostering employee engagement. With your extensive HR experience and leadership skills, you'll lead a team, build strong relationships across functional areas, and contribute to the development of HR and H&S strategies and programs. If you're passionate about driving organizational success through people-centric solutions, we welcome you to apply and become a key player in our dynamic management team.

## Job Requirements

Applicants must be legally entitled to work in Canada and have strong English language skills. The ability to read and understand written English and communicate in English both spoken and in writing is a requirement of the job.

Requirements:

- University or college degree in business, HR, or related field; or equivalent experience.
- 7+ years experience in HR, with relevant investigation and labour relations experience.
- 7+ years of people management experience.

- Strong communication, organizational, and interpersonal skills.
- In-depth knowledge of employment and labour laws.
- Experience with payroll and HRIS platforms.

Assets:

- HR designation such as CHRP or CHRL.
- Bilingualism in English and French

**Key Duties and Responsibilities**

Human Resources Manager Role Specific Accountabilities:

- Deliver on aspects of the people plans
- Maintain communication on HR systems, programs, and processes to support functional HR needs.
- Provides strategic leadership to ensure HR efforts and outcomes are fully aligned with business needs for all HR activities, including HR Planning and Administration, Recruitment, Payroll, Compensation and Benefits, Performance Management, Training and Development, HR Fiscal Management, Labour Relations and Legal Compliance
- Sound working knowledge of and demonstrated ability to interpret and apply current employment legislation such as, but not limited to: Employment Standards Act, Human Rights Code, Occupational Health & Safety Act, etc. as well as common law in these areas
- Working knowledge of work permits, LMIA's and international recruitment as asset
- Responsible for planning, budgeting, development and evaluation of the department ensuring the most effective use of resources. In addition, the incumbent participates in other departmental activities and related CRM projects, as required.
- Ensure compliance with HR policies/labour legislation and escalate risks as needed.
- The ideal individual will be driven, capable of working autonomously and comfortable with both the newness of the role and task ambiguity. S/he must be able to execute
- Ensures a positive relationship with union partner, including negotiating and maintaining the collective agreement
- Able to provide clear direction for their team and possess strong ethical behavior with an entrepreneurial spirit to reflect ownership and accountability. Strong analytical and problem-solving skills.
- Provide feedback to ensure HR programs meet functional group needs.
- Manage coaching and counseling on employee and labour relations.

- Cultivate business relationships to drive employee engagement.
- Develop HR content as a Subject Matter Expert.

### **Working Conditions**

The standard office hours are Monday through Friday, 8:30 am to 5:30 pm. Most of the work occurs during regular weekday office hours. However, as an international company with frequent interaction with head office, hours of work involved may vary to accommodate differences in time zones. Flexible hours are required and may include evening and week-end hours.

This job operates in office and food manufacturing setting. Travel may be required, both within Canada and internationally.

### **Covid-19 Vaccination Policy**

The health and safety of our employees and customers is a top priority for Canada Royal Milk. Therefore, applicants will only be considered who are fully vaccinated, subject to human rights considerations and recognized medical exemptions.

### **Commitment to Diversity & Inclusion**

During our recruitment process we are looking for an incumbent that will not only learn and grow in the role, but also contribute to our diverse, equal and inclusive culture.

We strive to build a team that reflects the diversity of the community we work in, and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as 2SLGBTQI, veterans, and people with disabilities.

If we can make this easier through accommodation in the recruitment process, please contact us at [careers@canadaroyalmilk.com](mailto:careers@canadaroyalmilk.com).