



FLORADALE FEED MILL LIMITED

Floradale Feed Mill Ltd. is a family-owned feed company who takes pride in providing the finest in quality feeds and service to our Ontario customers in the livestock and poultry industries for over 50 years. Floradale is HACCP certified and endeavours to meet the ever-changing needs of our customers with innovative products and solutions. It is an exciting time to join the Floradale team where we strive to be an employer of choice in the feed and agriculture industry. You will be proud knowing you are working for a progressive, family-owned Canadian company that truly values its employees, customers and community.

Floradale Feed Mill Ltd. is hiring a **Human Resources Generalist**. Supporting and reporting to the Senior Human Resources Manager, this role will have both administrative and strategic responsibilities. They will be responsible for the day-to-day HR operations and improvement of the employee life cycle (recruiting, onboarding, training, performance management, etc.), support and coach managers in all people matters, health and safety, maintaining employee records, benefits administration, and ultimately supporting the execution of HR strategies and initiatives.

Job Description

- Responsible for talent acquisition – branding, recruitment, onboarding, etc.
- Assist in the development of HR strategies, objectives and systems, including metrics and standard reports to support business needs
- Coach and provide support to managers in all disciplines of Human Resources - performance management, employee relations, compensation, staffing, training and development, succession planning, etc.
- Responsible for supporting and leading health and safety initiatives, health and safety compliance and supporting business leaders in developing a health and safety culture.
- Administrator of the benefits and retirement plan, including all occupational claims management and tracking
- Assist the improvement, development and execution of procedures and policies and providing guidance and interpretation to the business
- Continually improve efficiency of the HR department and the organization as a whole
- Manage employee relations with the emphasis on engaging employees, building employee morale and maintaining effective communications with employees
- Promote a positive and professional work environment
- Maintain and analyze HR data to drive business efficiencies - time to hire, turnover, etc.
- Support the annual performance review process
- Create and maintain employee files and records in electronic and paper form
- Ensure legal compliance (Canada Labour Code) and update policies and/or procedures as required
- Support the Diversity & Inclusion strategy and actively participate in executing initiatives
- Administer all new hire orientations and coordinate with managers to deliver a positive and rewarding onboarding experience
- Other duties as required

Required Qualifications:

- University degree or diploma in Human Resource Management or related field of study and attainment or working towards the Certified Human Resource Professional (CHRP) or CHRL designation is preferred

- Minimum of 3-5 years HRBP/Generalist experience
- Thorough knowledge of human resources (professional practices, compensation, health and safety, recruitment and selection, training and development, organizational effectiveness, employee and labour relations, HR information management), including all relevant legislation.
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- Proven continuous improvement and result drive mindset
- Customer centric with strong problem resolution skills
- Proven ability to drive change – anticipate and manage all aspects of the change with a positive outcome
- Demonstrated ability to influence decision makers (supported by analytical data) in a professional, tactful, and effective manner
- Self-motivated with the ability to take initiative and effectively able to manage work independently.
- Success in building relationships and fostering a positive, inclusive culture
- Proven track record of developing and delivering value-added HR solutions
- Excellent oral and written communication skills, time management, organizational skills are essential
- High degree of integrity with the ability to handle confidential and sensitive issues and difficult situations in a tactful and diplomatic manner
Demonstrated strong coaching and team building skills to foster, motivate and support a continuous improvement environment

Floradale is an employer committed to offering our employees rewarding work with opportunities for collaboration and career development. We offer a total rewards package that includes a competitive salary, comprehensive benefits package and retirement savings.

Floradale is an equal opportunity employer. We consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal/Indigenous status or any other factors considered discriminatory. If you require an accommodation during the recruitment process, we will work with you to meet your needs.

To apply, forward your resume to ffmjobs@ffmltd.com

We appreciate all who apply but only those selected for an interview will be contacted.

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