



Right from the Source

Grand River Foods is a leading food solutions company serving customers in the North American grocery and food service industry with innovative fresh and further processed protein products. Grand River Foods is proud to be one of Canada's 50 Best Managed Companies. Headquartered in Cambridge, Ontario, we are dedicated to providing a quality work environment for our employees and producing the highest quality food solutions for our customers. We have an excellent opportunity at our Beamsville, Ontario plant for an:

### **EMPLOYEE SERVICES MANAGER**

Reporting to the Plant Manager, you are professional, organized, possesses exceptional interpersonal and communication skills and is well versed in employment and labour law, labour relations, health and safety and WSIB legislation. You have the ability to manage simultaneous tasks and responsibilities and you have a strong work ethic. You are a team player with drive and initiative.

#### **RESPONSIBILITIES:**

- Recruitment, selection, orientation and exit interview of non-management employees
- Coordinate weekly payroll processing
- Maintain personnel files and records; generate plant reports.
- Participate on various teams, such as the plant management committee, and other functional teams
- Coordinate the activities of the JHSC; organizing priorities with the Health & Safety Program
- Coordinate and track attendance, vacation and annual reviews
- Provide support for employee benefits, recognition and other corporate initiatives
- Partnering with management team to ensure compliance with company procedures and policies; with Employee Services team to develop and align human resources processes between facilities.
- Participating in employee meetings and coordinating employee events

#### **KEY REQUIREMENTS:**

- Exceptional communication and interpersonal skills, both verbal and written
- Excellent organizational and multi-tasking skills
- Positive, enthusiastic and energetic
- A team player that can adapt and provide effective and proactive support within an environment that demands excellence
- Experience in a union environment
- Proficient in Microsoft Office (Word, Excel, Outlook): experience with payroll and time/attendance systems are a must
- 3 – 5 years experience.

We are a progressive company offering competitive wages and benefits. If you are a qualified professional with a solid work ethic and positive attitude please e-mail or fax your resume together with a covering letter by November 1, 2011.

Grand River Foods Ltd.  
Employee Services  
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or e-mail [dbrent@grandriverfoods.com](mailto:dbrent@grandriverfoods.com)

We appreciate all interest however; only those applicants selected for an interview will be contacted. To learn more about our organization, view us at: [www.grandriverfoods.com](http://www.grandriverfoods.com)

