



CAREERS

Bilingual Human Resources Assistant Brantford, ON

HOLSTEIN CANADA is the largest dairy breed association in Canada, serving our membership of more than 10,500 active dairy producers since 1884. With dynamic leadership and a clear vision, we are eagerly embarking on an exciting, tech-friendly future. We offer a strong team-oriented workplace, supportive leadership, and the chance for you to play a key role in our future.

YOU are dependable. You effortlessly balance both multiple routines and varied projects. You enjoy learning about people and sharing information, while respecting confidential boundaries. You like to make things better for others. You are recognized for your exceptional ability to *plan* and *do*. You don't need to wait for instruction – you know your job, and you own it.

In this role, **YOU WILL:**

- Coordinate and support for recruitment and on-boarding processes
- Answer employee questions on HR programs, policies, and processes
- Assist HR Manager in planning / development of HR programs and services
- Maintain HR records including regular updates to HRIS and files
- Create and maintain HR reports and statistics
- Prepare letters and documentation as required
- Represent HR on the Health & Safety Committee and other staff committees

YOU OFFER:

- Bilingual in English & French (reading, written, spoken, comprehension)
- College diploma in HR, business or a related field
- 1-2 years' experience in HR, recruiting or office administration
- Strong MS Office skills (Excel, PowerPoint, Word); HRIS experience an asset
- Personable, yet able to maintain strict confidentiality
- Hard working, very organized, and precise in your work
- Exposure to the dairy industry or agriculture is an asset

As part of the selection process, a French proficiency assessment will be conducted.

Contact: hr@holstein.ca

Submit application by: May 24, 2018

Tired of commuting to Downtown Toronto? Think West! We're based in Brantford, close to the 403; within a 45 minute commute of West Mississauga, Oakville and Burlington, Hamilton, KW/Cambridge and Woodstock.

We are committed to providing a barrier-free recruitment process. If you require accommodation at any step in the process, we will work with you to meet your needs – simply contact a member of the HR team with your request.

Thank you for your application to Holstein Canada. Due to the volume of applications, only selected candidates will be contacted.



HOLSTEIN CANADA, 20 CORPORATE PLACE, PO BOX 610, BRANTFORD, ONTARIO CANADA N3T 5R4
TEL. | 1 855 756-8300 EMAIL | HR@HOLSTEIN.CA WEB | WWW.HOLSTEIN.CA