



Human Resources Generalist

Brantford, ON (Hybrid)

CAREERS

HOLSTEIN CANADA is the largest dairy breed association in Canada, serving our membership of almost 9,200 active dairy producers since 1884. We are seeking a full-time **HR Generalist** to join the team! We offer a flexible and inclusive environment with excellent work-life balance, opportunities for development, and the chance to participate in meaningful projects for Canadian Dairy industry. Lead by a dynamic leadership team alongside a clear organizational strategy and a solid commitment to inclusivity and innovation, we are excited to be building a diverse and tech-friendly future.

As a part of the HR team you'll be at the forefront of our organization's most important asset - our employees. We are seeking someone with **HR generalist experience**. In this role, you will play a crucial part in coordinating and supporting various HR functions including benefits, pension, payroll, employee relations, recruitment, and HR administration. The ideal candidate is capable of brainstorming new approaches, enjoys exploring **creative HR solutions**, and has a strong passion for fostering an inclusive and positive workplace environment. Previous experience with compensation programs, coordinating benefits/payroll/pension, and employee relations expertise, along with bilingual proficiency and professional credentials are a strong advantage. If you're eager to contribute to our team's success and help shape our organizational culture, we encourage you to apply and become an integral part of our HR team!

This position is **hybrid**, but can also be based in our **fully-accessible** and **public transit-friendly** Brantford office if you prefer. This role reports to our HR Director and works within a department of approximately 3 colleagues. As we are a not-for-profit organization, the salary for this position is within the non-profit side of mid-range. We offset this by offering an impressive and robust benefit package which includes (but isn't limited to): extended group health benefits, 3 weeks of vacation, 10 paid personal days per calendar year, additional paid time off throughout the year, a company pension matching program, educational opportunities, wellness program with annual flexible spend, a company clothing allowance, and more! All of this is in addition to our inclusive workplace practices, a strong commitment to work/life balance, a diverse team of colleagues, and a supportive Leadership team. Join us in a collaborative environment where your contributions will make a significant impact!

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.

Responsibilities:

- Provide assistance with employee Group Benefits programs
- Assist with salary structure, payroll processes, and job evaluations
- Prepare and maintain job descriptions and job postings
- Develop and provide recommendations for policies and processes
- Answer employee inquiries related to payroll, benefits, pension, policies
- Plan and organize staff events and recreational activities / Coordinate employee events/team culture building
- Recruitment support, including screening and interviews
- Coordinate orientation for new employees within the organization
- Provide input to Joint Health & Safety Committee on behalf of HR Dept
- Assist employees with group health benefits & pension programs
- Explore new opportunities related to workplace culture, employee perks
- Coordinate and maintain HR materials, databases, policies, etc.
- Coordinate and maintain materials related to employee Group Benefits programs
- Additional administrative duties as required (filing, documenting, etc)

Requirements:

- Previous experience in an HR role, preferably within a generalist capacity
- Education or designation within Human Resources or a related field
- Previous experience within the dairy or agriculture industry is a strong asset
- Bilingual (French/English) proficiency is strongly preferred
- Proficient within Teams, MS Office, Zoom, ADP, and the ability to learn new software
- Demonstrated ability to maintain confidentiality and professionalism
- Capable of working independently with a proactive mindset
- Strong problem solving, mediation and resolution skills.
- Ability to interpret and implement company policies and procedures
- Able to build relationships with internal departments and external stakeholders

Please submit your application directly through the platform or to: HR@Holstein.ca. Applications will be accepted on an ongoing basis until the position is filled. If selected, you will be contacted for an initial phone screen, followed by interviews. Our hiring process may also include employment verification as well as a criminal background check.

We support diverse and equitable hiring practices! We welcome and strongly encourage applicants from diverse and underrepresented groups. If you require accommodation during any part of the application or interview process, please connect with us directly and let us know how we can help. Please note that our office is fully accessible and we are strongly committed to diversity and inclusion.