



## Human Resources Coordinator

**Company:** Emblem Logistics Inc.

**Location:** Brampton, Ontario

**Job Type:** Contract – 6 months

**Experience:** 2-5 years

**Education:** College or University

### General Job Description

Emblem Logistics Inc. is currently seeking a **Human Resources Coordinator** to join our growing team for a 6 month contract. Reporting to the HR Generalist, the Human Resources Coordinator is a key part of the HR team and is responsible for assisting with labour relations and providing administrative services in an HR capacity. This position will be based out of our warehouse location in Brampton, Ontario.

### Summary of Duties and Responsibilities:

- Support HR programs including talent acquisition, staffing, employee orientation, benefits, health and wellness, training and development, records management, employee relations and health and safety
- Develop and Implement a Performance Management program
- Ensure compliance with federal, provincial and local legal requirements and internal HR policies
- Assist with coordinating recruitment and selection activities
- Provide payroll time and attendance support to staff
- Assist with time cards and payroll items on biweekly basis
- Assist with onboarding and training new staff members
- Lead and support Health and Safety Committee initiatives
- Responsible for assigned administrative duties
- Assist with special or ongoing projects and ad hoc reports as needed

### Qualifications

- A graduate certificate in Human Resources Management
- Achieved or be registered to achieve certification by the Human Resources Professional Association Ontario
- Knowledge and experience with ADP Workforce Now software is preferred
- Strong written and verbal communication skills, with the ability to convey information in understandable terms at all levels of the organization
- Excellent organizational skills and attention to detail
- The candidate must have an outgoing personality and be comfortable dealing with people both individually and in larger groups.
- Strong knowledge of Microsoft Office Suite
- Previous experience in a warehouse/distribution centre preferred

- Previous experience in Change Management
- Must have a Valid Driver's License
- Must be comfortable working various shifts as required, and ability to be flexible with work hours

Interested candidates may apply with their resume and salary expectations to [HR@tlscanada.com](mailto:HR@tlscanada.com)

We thank all applicants for their interest, however, only those selected for an interview will be contacted. *Thomas, Large & Singer welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

---

### **About Thomas, Large & Singer Inc.**

Since 1912, Thomas, Large & Singer has been a preferred buy-sell distributor in the Consumer Packaged Goods industry for many Canadian and international clients. Over the past century, the company has developed expertise in all facets of the industry from national logistics and warehousing, to order-to-cash, trade promotional control solutions, broker management and sales agency of private label and industrial ingredient solutions.

To find out more, please go to our website [www.tlscanada.com](http://www.tlscanada.com)