



CAREERS

Bilingual Human Resources Generalist

Brantford, ON

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 **Bilingual 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 the Canadian Dairy industry. Led 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. 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. 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 based in our Brantford head office. We offer a competitive salary and a robust benefit package which includes group health and dental benefits, 3 weeks of vacation, additional paid time off throughout the year, a company pension matching program, educational opportunities, wellness program with annual flexible spend, 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:

- Respond to employee and manager questions and concerns around HR policies and programs
- Deliver the compensation program including all pay management processes
- Coordinate Health & Safety issues and activities for organization including sitting on the Joint Health and Safety Committee
- Handle all employee documentation and records, liaising with payroll where needed
- Triage employee relations issues, escalating or investigating where needed
- Use and leverage the HRIS to ensure accurate data for employee and management needs
- Work with appropriate internal parties to prepare and deliver effective communications regarding HR programs
- Keep aware of evolving trends and legislation impacting Holstein HR practices
- Develop and provide recommendations for continuously improving processes and standards within HR
- Manage a thorough and consistent recruitment process, ensuring a quality candidate and manager experience and positive outcome for Holstein Canada
- Administer company pension and benefit plans
- Participate in coordinating HR activities and events

Requirements:

- Human Resources education or designation achieved or in progress
- 3-5 years' generalist experience in Human Resources
- Bilingual (French/English) proficiency
- Capable of working independently with a proactive mindset
- Experience with recruitment, HRIS, compensation and benefits
- Strong problem solving, mediation and resolution skills
- Able to build relationships with internal departments and external stakeholders
- Previous experience within the dairy or agriculture industry is an asset

Please submit your application to: HR@Holstein.ca.

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 let us know how we can help. Please note that our office is fully accessible and we are strongly committed to diversity and inclusion.