

INTERNAL / EXTERNAL JOB POSTING



**KSR has an immediate opening for a
Human Resources Generalist
Dresden Industrial Ridgetown:**

Dresden Industrial Ridgetown is actively seeking a Human Resources Generalist for our Ridgetown, ON facility. This position will commence immediately. The successful applicant will work minimum 40-44 hours per week.

Job ID #: RID.2022.6

Reporting To

Human Resources Manager

Qualifications

- Education:** Post-Secondary school certificate, diploma, in a Human Resource Studies or equivalent experience
- Experience:** 2 years' experience in a unionized, manufacturing environment
Knowledge of Occupational Health and Safety Act, Employment Standards Act, Human Rights Code and the Workplace Safety and Insurance Act.
Experience with HRIS
Employee Relations and Conflict Resolution
- Skills:** Organizational and time management skills
Strong communication and interpersonal skills

Job Responsibilities

Safety Responsibilities:

- Ensure compliance with the Occupational Health and Safety Act, including but not limited to all requirements outlines in Sections 27 and 28.
- Review, understand, enforce, and comply with all policies and procedures in the Dresden Industrial Health and Safety Manual.
- Participate as required, during emergencies as part of the Emergency Response Team.
- Participate as required in incident/accident investigations

Quality Responsibilities:

- Maintain quality standards on all products and processes
- Exercise compliance with Quality Management systems when implementing and performing all company procedures

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Environmental Responsibilities:

- Integrate environmental practices and commit to the continuous improvement of the EMS
- Exercise compliance with ISO 14001 standards

General Responsibilities:

- Help develop, communicate, and provide guidance on a full range of policies, guidelines, and procedures, along with relevant employment-related laws, regulations, and standards
- Ensure fair and equitable treatment of all employees while maintaining confidentiality
- Provide guidance and resolutions to managers on employee relations situations, such as discipline, termination, and performance management
- Provide full cycle recruitment and onboarding activities
- Maintain personnel records of hourly work force and manage accuracy of information in HRIS
- Responsible to ensure all company policies and procedures are administered fairly and consistently
- Administer and ensure compliance to the Collective Agreement
- Investigate Workplace Violence and Harassment complaints
- Create job postings for internal positions for bargaining unit employees
- Administration of bargaining unit employee benefits
- Administration of Long-Term Disability benefits and assist with requests for accommodation
- Coordinate and deliver internal training where applicable
- Maintain training records for all employees
- Assist with Labour Relations and grievance process
- Ensure all documentation is completed as required
- Foster a positive team environment and assist coworkers as required
- Comply with all company policies and procedures
- All other duties as assigned by management.

How to Apply

Interested applicants can apply by emailing a cover letter and resume referencing **Job ID #: RID.2022.6** in subject line to **recruiting@ksrint.com**.

KSR International Inc. is committed to providing an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.

We thank everyone for applying; however only successful applicants will be contacted for an interview.