



## **Human Resources Generalist (Belleville)**

Emmerson Packaging is a third-generation family-owned company. We're an industry leader in flexible packaging solutions and we love what we do. We have been recognized for nine years as one of Canada's Best Managed Companies, proving that we not only want to make our customers successful, but our staff too! We pride ourselves on meeting and exceeding the highest quality standards in everything we do, including adding talented people to our team! Visit our website at [www.emmersonpackaging.com](http://www.emmersonpackaging.com).

The **Human Resources Generalist** will assist in providing a wide range of HR support and advice. The successful candidate will play a key role in the success of the organization by offering guidance on recruitment, terminations, performance management, employee relations and HR best practices while facilitating a positive relationship between personnel and management.

### **Qualifications/Critical Skills:**

- Post-secondary diploma or degree
- Three years' experience in a similar role
- Strong communication skills, both written and verbal
- Proficient in the use of MS Office Suite
- Sound judgment and problem-solving skills
- Strong time-management and organizational skills
- Ability to interact well with employees at all levels
- Demonstrated strong attention to detail and a commitment to accuracy
- Proven ability to work independently and take initiative
- Strong demonstrated interpersonal skills and service oriented
- Understanding of HR best practices and current regulations
- Proven commitment to maintaining strict standards of confidentiality
- Professional Recruiting (RPR) designation, CPHR designation or a degree in Human Resources Management would be considered an asset

### **SPECIFIC RESPONSIBILITIES:**

- Administers and informs internal customers about company policies and procedures and ensure compliance
- Processes internal customers' requests regarding benefits, payments and salary changes in a timely manner
- Performs recruiting, selection and onboarding functions
- Maintains employee files and legal documentation.
- Provides support and assistance to employees for all HR related concerns and requests
- Promotes personnel related company initiatives
- Supports the EH&S function from the HR perspective, to promote a safe work culture
- Performs administrative functions as requested