



## Who We Are!

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).

## REQUIREMENTS:

- Post-secondary diploma or degree
- Experience working in a recruiting role
- Experience as a HR Generalist considered as an asset

## PREFERRED:

- Diploma or degree in a Human Resources Management program
- CHRP Designation or Professional Recruiting designation (RPR)

## OVERVIEW:

The **Human Resources Generalist** administers various Human Resources programs and coordinates and actively participates in the recruitment and selection of personnel, training and orientation. Acts as an ambassador for the company's values and helps maintain the culture through recruiting qualified people and the administration and implementation of company programs.

## SPECIFIC RESPONSIBILITIES:

- Receives personnel requisitions and reports regarding hiring.
- Coordinates recruiting and selection process; prepares internal and external job ads, administers and scores pre-employment tests, schedules interviews, checks references
- Participates in updating and maintaining online Employee Handbook
- Updates online Position Descriptions
- Coordinates employee activities and programs
- Maintains and updates Employee Profile database
- Informs managers on employees' information in the HRMS.

## What's in it For You?

- Comprehensive health and dental benefits
- Defined contribution pension plan and profit sharing
- Fitness membership
- Training and development support