



Precision Record Pressing is a leading vinyl record pressing company with multiple locations in the Greater Toronto Area. We believe our growth and success can be directly attributed to the emphasis we place on service, quality, and innovation and the involvement, commitment, and enthusiasm of our employees.

We are currently looking for a Human Resources Generalist to join our **Burlington** team. This is a full-time, permanent opportunity that will be responsible for delivering the day-to-day HR services and supporting employees across the organization. This role will be the primary point of contact for routine HR matters and building capability while building capability in the areas of recruitment, employee relations, employee benefits, compensation, payroll and other HR related programs and services. This position plays a key role in ensuring consistent, compliant and an employee focused HR experience.

Responsibilities

- Act as the first point of contact for employee inquiries, providing timely and accurate guidance on HR policies, procedures and programs.
- Action full cycle recruitment activities including talent sourcing, job postings, screening, candidate coordination, interviewing and preparation of offers and onboarding documentation.
- Own onboarding execution including new hire documentation, orientation and system setup.
- Coordinate and process employee changes including promotions, transfers, compensation updates and terminations; maintain accurate employee records across internal systems and HRIS (ADP Workforce Now).
- Assist with managing the offboarding process through conducting exit interviews and preparing reports.
- Administer employee benefits programs, including enrollments, updates and employee support.
- Lead bi-weekly payroll processing, ensuring accuracy, timeliness and compliance with internal processes and legislative requirements.
- Validate and reconcile payroll data including employee changes, hours, earnings and deductions
- Support year-end payroll activities such as T4's and tax reporting.
- Support the administration of employee absences, including tracking leaves and assisting with required documentation for all leaves related to disability, WSIB or otherwise.
- Provide administrative and coordination support for employees participating in return-to-work programs; work collaboratively with management to ensure process is followed.
- Actively participate in Health and Safety programs and supporting Joint Health and Safety Committee activities.
- Coordinate required training (OHSA, WHMIS, Working at Heights etc.) and maintain accurate and up to date training records.
- Support accident/incident investigations through ensuring required documentation is completed, following up on action items and compliance with applicable legislation.
- Assist in updating HR policies and procedures; administer employee communications.
- Support the execution of HR initiatives such as performance management, employee engagement, training and development and other programs.
- Generate HR reports as required.
- Identify opportunities for process improvements.
- Other duties as assigned by Manager or designate.

Physical Demands

- Sedentary, office-based role that requires the ability to operate standard office equipment.

- Position requires sitting at desk $\frac{3}{4}$ or more of day, walking short distances for less than $\frac{1}{4}$ of day.
- Substantially repetitive movements of the arms, wrists, hands and/or fingers.
- Required to have visual acuity to perform activities including but not limited to analyzing data and figures, viewing a computer screen, extensive reading.

Requirements/Qualifications

- Minimum 3 years of progressive HR experience (Administrator, Coordinator or Generalist roles); manufacturing experience strongly preferred
- Degree/Diploma in Human Resources Management.
- Active or actively working towards CHRP designation.
- Experience working with HRIS, preference given to experience with ADP Workforce Now.
- Strong working knowledge of recruitment and selection, employee relations, talent management, payroll and onboarding/offboarding processes.
- Demonstrated understanding of relevant employment legislation (AODA, ESA, OHSA, OHRC etc.).
- Computer literate: proficient in Microsoft Office and Google Business Suite with a willingness to learn new technology systems.
- Highly effective communication skills with the ability to handle sensitive and sometimes complex employee matters with discretion and professionalism.
- Proactive, solutions-oriented mindset with a strong sense of ownership and accountability.
- Self-directed and a continuous learner, whose curiosity will uncover new value-added opportunities.
- Must have access to vehicle in good working condition to support occasional travel between Precision sites.

As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check, at their own expense, prior to start date.

We thank you in advance for your application, however only successful candidates will be contacted.

Precision Record Pressing is committed to and supports diversity and inclusion practices. We will accommodate any needs under the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through the application and/or recruitment process, please contact hr@precisionpressing.com to allow opportunity for appropriate accommodations to be made.

AI Use: We use artificial intelligence screening tools to help assess all applications against job requirements for initial application screening. All shortlisted candidates are reviewed by hiring personnel.

Role Transparency: This posting is for existing vacancies. Shortlisted applicants may be kept on file for future vacancies.