



Junior Human Resources Generalist

Mississauga, Ontario

Are you looking to showcase your knowledge, skills and abilities in an environment that fosters growth? Do you want to expand your knowledge base to include facets of Human Resources that you haven't experienced?

The Junior Human Resources Generalist reports to the Human Resources Director and has the following key responsible responsibilities:

- **Employee Relations:** Assist the Senior Manager, HR in resolving employee issues; conduct sensitive investigations and provide recommendations.
- **Operations Support:** Collaborate with leaders on disability accommodations and leaves of absence.
- **Coaching and mentoring:** Help guide management on employee concerns and conduct regular local branch visits to engage with teams.
- **Training and Engagement:** Organize monthly HR 101 training sessions and employee activities; conduct exit interviews and analyze findings for management.
- **HR Administration:** Assist with RFP's, audits, HRIS, record-keeping, exit interviews and reporting.
- **Brand Ambassador:** Promote the organization in a positive light. This includes supporting our Ethos.

Requirements:

- **Education:** Diploma or Certificate in HR Management; CHRP designation required.
- **Experience:** 3 – 5+ years in an HR Generalist role, preferably in the service industry.
- **Communications:** Strong communication skills (both oral and written); includes the ability to effectively communicate and interact with integrity, empathy and sincerity.
- **Skills:** Conflict resolution, analytical skills, and advanced computer skills (ex. Microsoft Office – Word, Excel, PowerPoint, Outlook).
- **Work Ethic:** Self motivated with a proactive, hands-on approach.
- **Language:** English and French.

How to apply: Please send your resume to HR_personnel@orkincanada.com

Orkin Canada is an equal opportunity employer and is committed to employment equity. Accommodations are available on request for candidates taking part in all aspects of the selection process