



Lanthier Bakery is one of the largest independent commercial bakeries in eastern Canada. We shine through the dynamic involvement of more than 350 employees in our plants in Baie d'Urfé (Quebec) and Alexandria (Ontario).

We are presently seeking a **Human Resources Advisor** for our activities at the Alexandria Plant.

Summary

Reporting to the Director of Human Resources, you will be responsible for developing, optimizing and deploying innovative human resources strategies, programs and initiatives. You will contribute to the continuous improvement of work processes and methods for all recruitment phases. Also, you will act as the HR resource person to employees regarding their work life at the Alexandria plant as well as, in a support approach, to those working at the Baie d'Urfé (Québec) plant. The responsibilities will be carried out in a hybrid formula of 1 day/ week teleworking.

Responsibilities

- Work closely with the Baie d'Urfé and Alexandria site managers to ensure an effective recruitment cycle to minimize hiring time and costs;
- Develop recruitment strategies;
- Establish a rigorous process to provide an exceptional experience for the various candidates and their employees and managers;
- Onboarding new employees including managers;
- Manage and maintain data in HR system;
- In collaboration with the HRD, provide employees' working conditions support to managers;
- Act as a contact person for employees on all HR matters related to their pay, insurance and working conditions;
- In collaboration with the HRD, manage work place accidents files, Quebec and Ontario;

- Participe in the implementation of La Fournée Dorée training.

Qualifications required

- BA in Human Resources / Industrial Relations or other relevant specialty;
- 2 years minimum related experience in a HR generalist position preferably in a manufacturing environment;
- Bilingual (French and English), oral and written;
- Rigor, discretion and versatile;
- Autonomous, excellent communication skills (oral and written);
- Very good interpersonal skills.

We offer:

- Be part of our business growth and success as a member of our outstanding team
- Permanent full-time employment (40 hours work/week) with 1 day/week teleworking
- Annual base salary: 60 000,00\$ à 80 000,00\$ based on related experience and competencies
- Benefits: Dental & vision care insurance, Sickness/short- & long-term disability, RRSP, Pension plan, Life insurance, Employee assistance program, parking on site, casual dress code

Interested in this opportunity? Please send your resume to Ginny Seguin, HR Sr specialist at gsequin@lanthierbakery.com .

Please note that only candidates who will be selected for an interview will be contacted.

The use of the masculine gender is used to lighten the text.