

# Human Resources Administrator

## About the Company

Canada Royal Milk is a member of the Feihe International group of companies, Asia's number one infant formula brand. Canada Royal Milk is the only producer of infant formula in Canada, manufacturing quality products from Canadian cow and goat milk, ensuring the highest quality and nutritional value for our customers.

We are building a new Canadian company that will combine best practices in the production of infant formula from our parent company, a technology from around the globe, and the knowledge, skills, and expertise of Canadian talent. We are an international company with a multicultural workforce that is committed to diversity and inclusion. Our team members value and embrace different perspectives and new ideas.

## Position Summary

Reporting to the Human Resources Manager, the Human Resources Administrator provides complex and confidential administrative, document management, and technical support for the Human Resources Department. The Administrator is responsible for project coordination, data control and management and the execution of a variety of assignments.

The Administrator demonstrates works collaboratively with members of the Human Resources and Administration team and interacts frequently with employees across departments. The role requires discretion and the ability to work with confidential information.

Excellent written and verbal communication skills and a strong client service orientation are required for this role. Bi-lingual, English-Mandarin, verbal and written communication is considered an asset.

## Job Requirements

1. Post Secondary Degree or Diploma in Business Administration or a related field.
2. Minimum of 1 year of experience in a support role with business project management experience and/or business planning exposure.
3. Demonstrated ability to maintain confidentiality based on the requirement to access, review, maintain and distribute sensitive data and records.
4. Excellent inter-personal skills: must demonstrate a track record of positive working relationships at every level of an organization;
5. Solution oriented and client focused.

## Key Duties and Responsibilities

1. Provides a range of project, administrative, operational, coordination and communication services to support the planning and delivery of human resources, employee relations and health & safety programs;
2. Under direction of HR Manager and in collaboration with department managers, identify training/knowledge gaps and assist in coordination of training activities;

3. Tracks and reports the result of program plans and team efforts on a timely basis to the relevant Supervisor and internal stakeholders;
4. Ensures that department policies and procedures are current, available to all staff, and communicated frequently;
5. Department central point of contact for the Business Process Management (BPM) system. Ensure processes are described and documented as per HQ requirements and protocols;
6. Coordinate, prepare and gather information to assist in the preparation of reports, presentations, business and operating plan documents and status reports, including following up with the appropriate individuals;
7. Assist HR Manager with weekly and monthly reporting requirements. Maintains records and organizes for ease and efficiency of processing information;
8. Assists with organizing Service Contracts for the site (costs, file location, invoice records, etc.);
9. Protect confidential materials in which they are privy to;
10. Other duties as required.

### **Working Conditions**

The standard office hours are Monday through Friday, 8:30 am to 5:30 pm. Most of the work occurs during regular weekday office hours. However, as an international company with frequent interaction with head office, hours of work involved may vary to accommodate differences in time zones. Flexible hours are required and may include evening and week-end hours.

This job mainly operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Occasionally, the incumbent will be required to accompany team members onto the construction site. Personal Protective Equipment is provided, and health and safety training will be provided.

### **Work site**

1680 Venture Drive, Kingston, Ontario K7P 0E9

### **Commitment to Diversity & Inclusion**

We strive to build a team that reflects the diversity of the community we work in, and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

If we can make this easier through accommodation in the recruitment process, please contact us by visiting [www.canadaroyalmilk.com](http://www.canadaroyalmilk.com)

### **How to Apply**

