

Job ID: MDS13 (AD)
Job Posted: April 7, 2021
Job Closes: May 10, 2021



Bilingual HR Assistant (Spanish/English)

Full-time permanent position
Talbotville, Ontario (Rural location)

Reports to:

Human Resources Manager

The Company

At Ontario Plants Propagation Limited, our vision is to be Eastern North America's premier supplier of greenhouse vegetable transplants. To help us accomplish this goal, we need to hire motivated passionate people that will support our workforce and facilities. We are seeking a Bilingual HR Assistant to join our Human Resources team. The successful candidate will work closely with the HR Manager to support the Temporary Foreign Worker Program, which involves assisting with arrivals, departures, onboarding, translation and interpretation services, training, housing inspections, and after-hour emergencies among other duties

Job Description/Responsibilities

- Assist with Temporary Foreign Worker arrivals and departures
- Assist with visa and work permit applications
- Provide onboarding and orientation for new hires
- Type and proofread correspondence, forms, and other documents
- Set up and maintain manual and computerized information filing systems
- Provide accurate interpretation and translation of external and internal content from English to Spanish or vice-versa
- Attend appointments with Temporary Foreign Workers and provide translation services
- Assist in maintaining a safe, clean, and legally compliant workplace
- Inspect off-site housing units to monitor for compliance with company policies and procedures
- Order materials and supplies to maintain inventory levels
- Assist with greenhouse staff training
- Assist with booking transportation arrangements and appointments for workers
- Assist with recruitment activities (Job postings, pre-screening, scheduling interviews)
- Other duties as assigned

Minimum Requirements

- Post-secondary education in Human Resources
- Bilingual, ability to speak and write fluently in Spanish and English
- Available to work overtime and after hours as needed, often with short notice
- Experience with recruitment is considered an asset
- Previous experience in a culturally diverse work environment is beneficial
- Strong interpersonal skills with the ability to build trusting relationships and work with integrity
- Professional verbal and written communication skills, both one-on-one and groups
- Fluency in Windows / MS Office is mandatory
- Well-developed problem-solving skills
- A high degree of resourcefulness, flexibility, and adaptability
- Excellent time management skills

Physical Location/Working Conditions

- Greenhouse environment in a rural area, own transportation required
- Must be willing and able to travel locally (25% - 50% of the time as needed)
- Overtime as required

Wage

- \$19 per hour, 35 - 55 hours per week, shifts may vary between day and evening
- This role is classified as an agriculture employee/farm employee. See the following link for more details about this classification from ESA

http://www.labour.gov.on.ca/english/es/pubs/factsheets/fs_agri.php

How to apply

Submit your resume:

- Mail: 38024 John Wise Line, St. Thomas, ON N5P 3T2
- Email: cflores@ontarioplants.com | Subject title: Bilingual HR Assistant - Spanish/English
- Fax: (519) 637-2449

Ontario Plants Propagation Ltd provides accommodations for applicants with disabilities throughout the recruitment process. If you require accommodations, please contact Human Resources via the methods above or at (519) 637-2119.

We thank all applicants for their interest; however, only those meeting the requirements will be considered.