

JOB ID: ST754MD (AD)  
Job Posted: December 16, 2020  
Job Closes: January 16, 2020



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**Job Title: Human Resources Manager**

**Position Type: Full-Time; Contract Position**

**Reports To: Chief Financial Officer**

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#### Position Overview

Perform full scope of human resources duties including Health and Safety, Recruitment, and Training and Development. Maintain confidentiality while handling employee issues. Handle all aspects of payroll for 4 payrolls. Coordinate Seasonal Agricultural Workers through F.A.R.M.S. program and ensure all requirements are met.

#### Duties & Responsibilities

##### HR Management

- Develop, implement, and oversee processes and policies to ensure equality for all employees
- Set up personnel files and ensure data is updated as necessary
- Manage documentation including contracts, confidentiality agreements, WSIB claims, and personal leave documentation
- Report monthly and quarterly WSIB premiums
- Balance company and employee WSIB, EHT, EI, CPP premiums and follow proper reporting protocols
- Follow up on performance concerns and disciplinary action with staff members
- Oversee compliance requirements
- Answer employee questions and address employee complaints
- Perform harassment and violence in the workplace investigations
- Handle employee rental agreements and ensure collection of rent
- Draft and deliver employee termination letters
- Arrange pre-employment, post-accident, and random drug tests through DriverCheck for Transport Drivers
- Apply for government grants and special opportunities
- Track and coordinate employee training
- Manage employee benefits and travel insurance
- Ensure proper insurance coverage for foreign workers and seasonal vehicles

##### Health & Safety

- Update Company Health and Safety Manual annually
- Head Joint Health and Safety Committee
- Ensure monthly inspections of workplace are completed
- Perform accident investigations
- Complete WSIB Employer Form 7
- Report critical injuries to Ministry of Labour

##### Recruiting & Onboarding

- Draft job descriptions to attract quality candidates



- Advertise available job opportunities
- Respond to recruitment inquiries
- Schedule interviews with hiring department management team
- Create interview guides
- Attend and conduct interviews as needed
- Ensure new hires are given proper forms and collect completed documentation

#### Training & Development

- Create training material
- Schedule training for new employees and ensure accurate records are kept
- Review training policies and update when necessary
- Arrange job-specific training through third party vendors when necessary
- Ensure employees receive proper training when learning a new job task
- Coordinate annual refresher training for all employees

#### Payroll Processing

- Create and maintain payroll records
- Ensure deadlines are met for processing payroll for 4 separate payrolls (3 Canadian-operating companies, 1 US-operating company)
- Ensure accurate calculation of wages and deductions
- Collect completed tax forms from all new employees
- Complete payroll reports for record-keeping purposes
- Answer employee questions regarding pay, tax forms, etc.
- Maintain time records for all employees through manual data entry
- Ensure hours are allocated to proper company/commodity
- Track employee vacation, sick time, and days in lieu for statutory holidays
- Manage changes in contracts, job status, and job titles
- Identify, investigate, and resolve discrepancies in timesheets and payroll records
- Honour confidentiality of employee pay records and medical documentation
- Report monthly and quarterly WSIB premiums
- Balance company and employee WSIB, EHT, EI, CPP premiums and follow proper reporting protocols; manage year-end reconciliations
- Issue and distribute T4's and W-2's
- Maintain weekly GL Excel files for each payroll
- Administer individual state deductions for US employees

#### F.A.R.M.S. Program

- Complete and submit original and transfer LMIA applications for foreign workers
- Ensure worker housing requirements are met; coordinate repairs and housekeeping
- Advertise for farm positions year-round
- Schedule and attend housing inspections with Health Unit and Fire Marshall
- Assist foreign workers with personal duties such as scheduling banking and medical appointments
- Arrange transportation for workers requiring medical attention



- Maintain accurate employee records and keep on file for 6 years
- Complete Jamaican Pay Sheets weekly
- Handle worker discipline when necessary
- Schedule foreign worker departures
- Coordinate transfer workers arrival/departure and ensure proper deductions are made
- Ensure compliance with F.A.R.M.S, Mexican Consulate, and Jamaican Liaison

To apply please email your resume to:  
[humanresources@canampepper.com](mailto:humanresources@canampepper.com)