



CAREER NOTICE

HUMAN RESOURCES ADMINISTRATOR (EASTERN REGION CAMPUS)

CORNWALL, ONTARIO

FEBRUARY 2ND, 2018

Please be advised that we have an opportunity for one (1) Human Resources Administrator. This position will support the Eastern Region Campus in Cornwall, Ontario.

This position requires specialized skills and therefore only candidates that have relevant current experience and education will be considered.

Please refer to the attached information for more details on this role.

If you are interested in this position or know someone who is, please forward an updated resume clearly stating the position you are applying to. Resumes should be in attention to Tracy Lapierre no later 5:00pm (EST) on February 9th, 2018.

Tracy Lapierre

HR Business Partner

Walmart Canada Logistics ULC

Phone: 613.936.8676 ext 61180

Email: tracy.lapierre@walmartlogistics.ca

Please note, while internal candidates will be considered, we will also be simultaneously recruiting outside candidates.

INTERNAL//EXTERNAL JOB POSTING – HUMAN RESOURCES

CAREER OPPORTUNITY (RESUME REQUIRED)

Reference Number:	Human Resources Admin 2018-02
Department:	Human Resources - Eastern Region Campus
Number and Type of Positions:	One (1) Full Time Human Resources Administrator
Task:	Human Resources Administration
Shift and Department	Shifts and Start Times will vary; Flexibility will be required

Specific Duties and Responsibilities

- Provide support to the HR functions (time and attendance; recruitment and selection; pay and benefits, company programs and initiatives)
- Assist with the administration of WSIB claims, STD, LTD, LOA's etc. Adminstrate HR databases; communicate with Associates regarding Pay and Benefits inquiries as well as Company programs and initiatives. Maintain accurate and consistent data entry of associate information
- Communicate with stakeholders (Pension Plan, Benefits Plan). Generate HR reports, provide other HR administrative support as required
- Provides practical advice and assistance to Associates in the areas of employee compensation, benefits, consistent and fair policy application and legislation awareness.
- Promotes a positive, inclusive work environment, responding to general inquiries and resolving issues in a timely manner and in accordance with legislation and company policies and procedures.
- Actively walks the warehouse floor on a weekly basis to engage with Associates, answer questions and identify concerns.

Position Requirements

- Completion of grade 12 education or equivalent
- Completion of relevant post-secondary courses from a Human Resources Management program or HRPAn asset
- Knowledge of and ability to apply HR procedures and processes (Retirement/Pension Plans; ESA leave benefits, statutory holidays, overtime, and vacation; Group Benefit programs, and a good understanding of the Company's policies and procedures).
- Strong Customer Service skills including effectively and efficiently responding to all associate inquiries; identifying stakeholder needs; building relationships with management and associates
- Possess organizational skills including time management (multi-tasking); information gathering including ability to maintain strict confidentiality; problem solving skills (identifying and correcting errors)
- Excellent oral and written communication skills, Excellent computer skills including general knowledge of HRIS and Payroll software, data entry, word processing and spreadsheets
- Ability to work well with others in a team setting. Works well independently, is good with numbers, is flexible, is detail-oriented, is self motivated, has a good attendance record, is responsible, organized and a team player
- 1-2 years of previous HR Generalist experience, preferably in a manufacturing or warehousing environment.
- General HR knowledge of Employee Relations, Training and Development, Performance Management, and Recruitment and Selection; general knowledge of employment-related legislation; ability to interpret and apply provincial and federal legislation as it relates to employment.
- Prior experience working with ADP payroll/HRIS system, an asset. Proven ability to multi-task.
- Computer skills (Word; e-mail; presentation software; knowledge of and ability to use databases and spreadsheets).

Working Environment

- There is a frequent need to exert mental effort including prioritizing multiple demands and projects, and unpredictable demands for assistance from management and employees.
- Often required to work with fixed and competing deadlines, and to perform tasks that could be considered highly stressful and highly confidential in nature.
- Works in a typical office environment under conditions of minor risk or injury – also exposed to all areas of the warehouse – so may be infrequently exposed to noise, equipment, and changes in temperature.
- Make decisions that sustain the planet and be socially responsible.
- Have a positive impact on our community.
- Committed to making Walmart Logistics a great place to work.

Posting Date:	February 2nd, 2018
Closing Date:	February 9th, 2018

All applications must have the internal posting reference number quoted

We are advertising this position internally and externally simultaneously. Internal applicants interested in applying must complete an "Internal Job Posting Application Form" and attach an up to date resume and return them to the HR Department no later than the closing date. Please note: incomplete application forms will exclude Associates from this Posting.

