



Established in 1937, Marquis, a division of Lakeside Book Company, offers integrated print and logistics solutions to thousands of content owners in Canada, the United States and Europe. Today our team includes more than 600 employees in six business locations across Canada: Montmagny, Quebec City, Louiseville, Sherbrooke, Georgetown, and Toronto. Marquis is at the heart of our industry's action, due to the company's mastery of new technologies, its sense of innovation and its privileged relationships with our customers.

## HUMAN RESOURCES GENERALIST

Marquis is looking for a contract **Human Resources Generalist** to fill a sixteen (16) month contract starting May 5, 2025 at our Scarborough book manufacturing site. This onsite role supports the HR function at our Scarborough location and assists with our two Distribution centers in the GTA.

We have a fast-paced, stimulating environment where there is no shortage of variety! If you are looking for an opportunity to 'roll up your sleeves' and be part of our growth, then we'd love to hear from you!

Working closely with the HR Manager, the HR Generalist's primary focus is on recruitment and health and safety, while coordinating the activities related to all aspects of the employee life cycle.

### KEY JOB RESPONSABILITIES:

#### Recruitment, Selection & Hiring:

- Undertake full-cycle recruitment, selection and hiring activities for hourly and salaried vacancies; develop, expand and maintain online and other recruitment networks, sources, funnels to build a talent pipeline; manage all onboarding activities.
- Participate in Job Fairs, internship programs, seek out community partnerships.

#### Health & Safety:

- Participate as a member on our JHSC and develop and lead health and safety projects and initiatives.
- Maintain records, JHSC agendas and minutes and inspection reports.
- Prepare for, coordinate and ensure completion and tracking of safety training and ad-hoc training needs.

#### Training & Development:

- Oversee and manage the training program and records, ensuring all annual and recurring training sessions, including new hire onboarding, are scheduled, tracked, and successfully completed.

#### Employee Engagement:

- Administer employee communication and recognition programs.
- Lead the coordination of employees and plant recognition events and awards as required.
- Coordinate HR marketing and social tasks and activities.
- Assist with the development, implementation and analysis of programs that will drive increased employee satisfaction and commitment levels.
- Act as a resource to employees in the areas of policies, benefits, HR and company programs.

#### Administration:

- Manage employee files and prepare onboarding/training packages.
- Prepare contracts, letters, announcements and maintain paper and digital employee files to ensure data accuracy in various systems.
- Prepare ad hoc report and analysis.

**QUALIFICATIONS:**

- 2+ years' experience in HR with an emphasis on health and safety and recruitment.
- Experience in HR in a manufacturing or distribution setting **REQUIRED.**
- HR designation completed or in progress.
- Experience with SharePoint and/or Dayforce a strong asset
- Good level of knowledge and solid understanding of related legislation (ESA, OHS Act, etc..)
- Tech savvy, proficient in the use of HRIS/ERPs/databases and all MS Office products.
- Strong partnering abilities and a collaborative approach with an emphasis on positive professionalism, a high level of detail and deadline orientation and good English communication skills with the ability to communicate clearly and succinctly with a variety of audiences.
- Reliable transportation to possibly commute to other sites in the GTA an asset.

**ADVANTAGES:**

- Dynamic team and great learning environment.
- Company events.
- On-site parking.
- Employee Assistance Program.
- Group Benefits plan

**Are you interested in joining our team as a Human Resources Generalist?**

Apply now to [jobs@marquisbook.com](mailto:jobs@marquisbook.com)!

*We thank all applicants for their interest, however only those selected for interview consideration will be contacted. Marquis encourages applications from all qualified candidates and is committed to providing accessible employment practices that comply with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation during any stage of the recruitment and selection process, please notify Human Resources.*