



Established in 1937, Marquis is Canada's largest book manufacturer, offering the best solutions in the field of publishing and communications to thousands of content owners in Canada, the United States and Europe. Marquis has experienced solid growth exceeding 200% in the last five years. Today our team includes more than 600 employees in six business locations across Canada: Montmagny, Quebec City, Louiseville, Sherbrooke, Montreal, and Toronto.

HUMAN RESOURCES GENERALIST

Marquis is looking for a **Human Resources Generalist** to support the HR function at our Scarborough book manufacturing site and our two Distribution centers – one in Newmarket and one in Georgetown.

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, inspection reports, and track training.
- Prepare for, coordinate and ensure completion of safety training and ad-hoc training needs.

Employee Engagement:

- Administer employee communication and recognition programs.
- Coordinate HR marketing tasks and activities.
- Prepare adhoc report and analysis.
- Prepare contracts, letters, announcements and maintain employee files to ensure data accuracy in various systems.
- 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.

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.
- 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 in order to commute to other sites in the GTA.

ADVANTAGES:

- Dynamic team and learning environment.
- Company events.
- Growth and advancement opportunities.
- Employee Assistance Program.
- Group Benefits and company pension.

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

Apply now to jobs@marquisbook.com!

Marquis is an equal opportunity employer and values diversity and inclusion. We thank all applicants for their interest, however only those selected for interview consideration will be contacted. Marquis GTW 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.