



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 COORDINATOR

Marquis is seeking for a **Human Resources Coordinator** for our Scarborough manufacturing site. We are looking for someone who thrives in a stimulating, fast paced environment where there is no shortage of variety!

Reporting to the HR Manager, the Human Resources Coordinator provides support to the HR function at our Scarborough book manufacturing plant with a primary focus on recruitment, health and safety and other administrative and coordination activities related to all aspects of the employee life cycle.

KEY JOB RESPONSABILITIES:

Recruitment, Selection & Hiring:

- Undertake full-cycle recruitment, selection and hiring activities;
- Working with the Talent Acquisition team member, develop, expand and maintain online and other recruitment networks, sources, funnels to build a talent pipeline.

Health & Safety:

- Participate in health and safety initiatives, and participate as a worker member on our JHSC;
- Maintain records and JHSC agendas and minutes, inspection reports, Training tracking, act as the steward of this information;
- Prepare for, coordinate and ensure completion of safety training and orientations.

Employee Engagement:

- Administer employee communication and recognition programs;

HR Administration:

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

QUALIFICATIONS:

- 2+ years' experience in HR with an emphasis on recruitment and health and safety;
- Experience in HR in a manufacturing setting required;
- Diploma in HR completed or in progress;
- Tech savvy, proficient in the use of HRIS/ERPs/databases and all MS Office products.

ADVANTAGES:

- Dynamic team;
- 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 Coordinator?

Apply now to 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.