



## **Job Title: Human Resources and Training Manager**

Island Abbey Foods® is a Health Canada licensed specialty food, natural health product, and medicated health product producer based in 20 Innovation Way, Charlottetown, Prince Edward Island, Canada. With a strong heritage in farming, we are dedicated to providing affordable, real health benefits using botanical science and raw natural ingredients.

## **Reports To**

- Chief Operating Officer

## **Job purpose**

Responsible for the implementation and execution of Corporate Human Resources policies, programs and initiatives including, but not limited to, Recruitment, Training and Development, Talent Management, Employee Relations, Environmental, Health and Safety, Compensation and Compliance. Act as a strategic business partner to ensure effective delivery of HR services in support of business objectives; responsibilities include organizational design/effectiveness, change management, employee relations, workforce planning, talent management, and performance management and succession planning.

## **Duties and responsibilities**

- Leads and coordinates the daily operations within the local Human Resources Office, ensuring timeliness and accuracy of wage, performance reviews and other programs.
- Leads the training department for all EHS, technical and policy related training. Maintains the training database to ensure accuracy and schedule recurring training.
- Leads the Environmental, Health and Safety Department focused on ensuring the safety of every associate on the plant floor and driving engagement in proactive safety solutions.
- Leads the company Performance Management Program including ensuring annual goals are set for all salaried associates, quarterly and annual reviews are conducted and effective and succession planning is in place.
- Ensures consistency with regard to counseling and corrective action and serves as a primary resource for policy and procedure clarification and interpretation for both management and hourly staff.
- Implement and execute employee relations programs / practices that create a positive organizational culture and enable management effectiveness that adhere to Corporate Guidelines; manage employee complaint procedures and employee welfare programs



- Ensures manpower needs are met in a timely manner working through recruitment and retention of salaried and production personnel.
  - Serves as the point of contact for all recruiting related activity including working with recruiters, coordinating phone screens and interviews, benchmarking wage rates and onboarding.
  - Coordinates the placement of employment advertisements in accordance with company standards and practices.
  - Screens, interviews and participates in hiring and training of all employees.
  - Conducts a new hire and benefits orientation to ensure that new employees have a clear understanding of the programs and benefits offered by the company.
  - Assists employees in completing enrollment as well as other Human Resources forms (as needed).
  
- Uses thorough knowledge of current Human Resources programs and policies to assist employees with any questions or concerns they have regarding but not limited to:
  - Health/dental insurance
  - Vision care
  - Prescription program
  - Supplemental insurance
  - Short-term disability
  - FMLA
  - Workers' Compensation
  
- Implements programs for all staff members such as worker's compensation claims/return to work programs, focus groups, as well as other Human Resources planned programs and initiatives.
  
- Maintains the "open door" policy by ensuring visibility and availability of Human Resources function to all staff members.
  
- Counsels employees and managers to seek resolutions to work-related issues.
  
- Takes ownership to resolve issues and respond to any staff concerns in a timely manner.

#### **Qualification**

- Bachelor's degree in Human Resource Management, Business or equivalent
  
- Outstanding communication and presentation skills.
  
- Five to ten years of Human Resources experience.



- Comprehensive training and development background.
- Demonstrated knowledge and understanding of HR Policy and Regulations in the key locations
- Demonstrated ability to resolve complex employee relations issues
- Excellent verbal and written communication skills

#### **Direct reports**

- None

Interested parties please email [HR@honibe.com](mailto:HR@honibe.com), we thank you for your interest in advance.

Only those selected for an interview will be contacted.