

THE truffles GROUP

CREATING GENUINE, ELEVATED GUEST AND TEAM EXPERIENCES

Title: Recruitment & HR Generalist (Maternity Leave Coverage)

As a Truffles Group Employee you will...

- At all times faithfully, industriously, and to the best of your ability, experience, and talents, perform your job responsibilities to the reasonable satisfaction of your Employer.
- Work at such locations as the Employer may from time to time require.
- Use your best efforts to promote and advance the Business and the affairs of the Employer.

Hours of Work: The hours of work are generally Monday-Friday during business hours, but flexibility is required to attend to situations/events outside of these hours.

The Recruitment & HR Generalist reports to the Sr. Manager, People & Culture and plays a lead role in the execution of recruitment strategies and developing and maintaining HR programs. The Recruitment & HR Generalist coordinates head office recruitment along with general recruitment for all brands. This role also supports our HR department with the development and administration of various programs and initiatives including employment relations, engagement, policies, and health and safety administration. The Recruitment and HR Generalist will be forward thinking understanding the impact of industry trends while still hands on and provide day-to-day support to our group of businesses. The Recruitment and HR Generalist will champion of our culture and work to continue to elevate our employment experience.

Job Responsibilities:

- Develop and executes creative and effective recruitment plans and strategies.
- Collaborate with senior leaders to identify recruiting needs.
- Develops job descriptions, job postings and candidate profiles, in conjunction with the hiring managers.
- Sources applicants through various methods including advertising, job sites, sourcing, career fairs and various online career platforms.
- Maintains effective relationships with social and professional networks including but not limited to post secondary institutions and chambers.
- Performs full cycle recruitment for hourly and salary positions for all locations within the Truffles Group of companies as requested by hiring managers.
- Administers our Health and Safety program and reporting, including submitting WorkSafeBC claims, return to work administration, and updating the Health & Safety Toolkit as needed.
- Provides HR administrative support as needed including employment offers, onboarding documentation, and policy and program reviews and updates.
- Championing culture and engagement with our group.
- Visits the businesses to foster relationships with managers and stay on top of current issues.
- Stays current and shares advice on the Employment Standards Act and other regulations.
- Conducts research on topics related to HR, as required.

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- Such other duties as are customarily performed by one holding the position of a Recruitment & HR Generalist in businesses that are similar to The Truffles Group.
- Such other and unrelated duties as may be assigned from time to time by the Employer.

Required Education, Skills and Qualifications:

- 4+ years of human resources generalist experience involving recruitment, employee engagement, advising, coaching, and health and safety.
- Bachelor's degree in business administration, human resource management, or other related field (or an equivalent combination of education and human resources experience).
- Ability to work in a team environment, which includes collaboration with senior level management.
- Excellent time and task management skills.
- Excellent verbal and written communication skills.
- EQ intuitive, exceptional listening skills, and ability to be a sounding board.
- Professional and discreet with company and employee confidentiality.
- Intermediate skill level in MS Office (Word, Excel, Outlook).
- Well versed in the BC Employment Standards Act and knowledge of other applicable legislation (e.g. Human Rights Code, WorkSafe legislation).
- Familiarity with health & safety programs, policies, and procedures.
- Chartered Professional in Human Resources (CPHR) designation (an asset).
- Familiarity in retail and hospitality industries (an asset).

Disclaimer Clause:

The above statements are intended to describe the general nature and level of the work being performed by the employee assigned to this position. There is no exhaustive list of all duties and responsibilities, knowledge, skills, abilities, physical job demands and working conditions associated with this position.

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