



Food for pets,  
naturally.

## Human Resources Generalist

*Big Country Raw is a company where we are truly passionate about what we do! We are proud of who we are, committed to the product we make, and care about the customers we serve. It is a place where we encourage each other to challenge the status quo so that we may achieve great things now and in the future.*

*In 2020 The Globe and Mail and Canadian Business Magazine recognized Big Country Raw as one of Canada's Fastest-Growing Companies. With year over year growth comes the opportunity to add to the Big Country Raw team. We are actively looking for a Human Resources Generalist to join our team.*

### Overall Accountability

The Human Resources Generalist is responsible for leadership support and guidance on a wide range of HR matters across all departments. Using a consultative approach, the HR Generalist supports the business in areas of recruitment, performance management, employee engagement initiatives, policy development and training and development programs. They will also be responsible for providing administrative support to the HR Manager. The ideal candidate is self-motivated and an experienced HR professional.

### Responsibilities:

#### Recruitment

- Leading recruitment for operations and entry level office positions
- Posting job ads and screening job applications
- Conducting job interviews
- Ensuring background and reference checks are completed
- Preparing new employee files
- Overseeing the completion of compensation and benefit documentation
- Orienting new employees to the organization

#### Payroll and Benefits Administration

- Processing payroll, tracking vacation and sick time in the system
- Responding to payroll inquiries
- Facilitating resolutions to any payroll errors
- Participating in benefits tasks, such as updating employee life changes, claim resolutions and reconciling benefits statements

#### Health & Safety / Claims Management

- Managing work related injury claims in accordance with WSIB
- Creating and monitoring return to work plans to ensure the safety of our employees
- Ensure all appropriate paperwork is completed and submitted to WSIB in a timely manner

---

**BIGCOUNTRYRAW.CA**



Food for pets,  
naturally.

- Maintaining all records related to claims
- Participate as an active member of the Health & Safety Committee

#### HR Support and Guidance

- Provide leadership and support to managers regarding HR matters involving performance management, return to work plans, workplace investigations, and general inquiries

#### Employee Engagement

- Participate as part of the Company's Social Committee
- Provide support in building programs and initiatives to drive employee engagement

#### Qualifications & Experience

- Diploma or Bachelor's degree in Human Resources or Business Administration
- 3-5 years Human Resources experience
- Proficient with Microsoft Office Suite (Word/Powerpoint/Excel)
- Payroll processing experience (DayForce or similar software) is an asset
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy

#### Competencies

- Organized with attention to detail
- Self-motivated
- Relationship Builder
- Resourceful
- Strong Follow through
- Excellent communication skills

#### How to Apply

Please submit a copy of your resume and cover letter to [alison@bigcountryraw.ca](mailto:alison@bigcountryraw.ca)

Applications must be submitted prior to August 18<sup>th</sup>, 2021.

We are conducting an internal and external search simultaneously. We wish to thank all applicants for their interest however only those applicants selected for an interview will be contacted.

Big Country Raw is committed to meeting the needs of persons with temporary and/or permanent disabilities in a way that allows them to maintain their dignity and independence. We are happy to discuss any need for accommodation in the workplace and will make an effort to meet those needs in a timely manner by preventing and removing barriers to accessibility in the areas of information, communications and employment.

[BIGCOUNTRYRAW.CA](http://BIGCOUNTRYRAW.CA)