



Human Resources Manager

The TCS Group of Companies has an opening for a Human Resources Manager within our busy, expanding, third party logistics organization.

Trenton Cold Storage offers customized cold storage, temperature controlled warehousing and distribution since 1902. With seven warehouse facilities in Ontario and two in Alberta, Trenton Cold Storage provides Canada with more than 28,000,000 cubic feet of cold storage and refrigerated warehouse space. The Human Resources Manager position is based in Trenton, Ontario with functional responsibility for all sites.

The Human Resources Manager will be responsible for all day to day activities and future planning of the HR department reporting directly to the Vice President of Human Resources. This role is responsible for all areas of human resources including and not limited to: creating and fostering a positive working environment focused on employee growth and recognition, employee relations, health and safety, training and development, payroll and compensation, performance evaluations, full cycle recruitment, HR related initiatives and ensuring that all HR objectives and goals are met.

Key Accountabilities:

- Oversee and provide direction regarding employee management including payroll, wage increases, promotions,
- Manage and participate in the full recruitment process for all sites from posting to orientation including planning human resources requirements with other department managers across the Company
- Provide direction and administration of progressive disciplinary program adhering to company policies
- Develop and roll-out training programs to ensure legislative compliance and address company needs
- Oversee and ensure compliance with health and safety regulations and company health and safety policies including participating in outside audits and workplace insurance board communications
- Cultivate employee relations maintaining company culture including organizing company events, addressing employee concerns and making recommendations for improvements
- Provide leadership and coaching to department managers/supervisors on workplace matters including performance management, employee development, employee relations
- Develop and maintain human resources metrics and targets to further company goals
- Audit and approve payroll (Ceridian platform) to ensure process accuracy including month-end and year-end processes to comply with financial, legal and company requirements
- Maintain and communicate benefit and pension plan including short term and long term disability plan management
- Perform other duties as required

Successful Candidate will possess:

Education & Experience

- A university or college degree in Human Resources or a related field.
- CHRL (Certified Human Resources Leader) designation required;
- 5+ years' experience in Human Resources
- CPM (Certified Payroll Manager) designation an asset
- CRSP (Certified Registered Safety Professional) designation an asset
- Advanced MS Office/Computer skills

Skills & Attributes

- Detail oriented, with excellent communication skills both written and oral
- Strong time management and organizational skills with the ability to multi-task in an environment with multiple priorities and deadlines
- Ability to manage confidential information as well as demonstrate sound judgment and decision-making
- Sound analytical thinking, planning, prioritization and execution skills
- Ability to work cross functionally and build lasting relationships with fellow team members
- Self-motivated with excellent teamwork and team building skills

We offer a competitive compensation package including comprehensive benefits and a Company pension plan.

Interested Candidates, forward your cover letter and resume to jobs@trencold.com specifying the job title in the subject line.

We thank all candidates for their interest and regret that only successful candidates will be contacted.

We are an equal opportunity employer and welcome applications from all qualified candidates. Accommodations throughout the recruitment and selection process are available upon request