



Human Resources Coordinator

The TCS Group of Companies has an opening for a Human Resources Coordinator 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 one in Alberta, Trenton Cold Storage provides Canada with more than 28,000,000 cubic feet of cold storage and refrigerated warehouse space.

Reporting to the Warehouse Manager, the Human Resources & Customer Service Coordinator will be responsible for supporting all on-site HR functions with a focus on recruitment, health and safety, being a key contact for inventory investigations and other administrative functions.

Key Accountabilities:

- Provide support to the Warehouse Management team in Edmonton Alberta in all transactional HR functions
- Drive the recruitment and selection process by screening candidates, conducting interviews and reference checking
- Prepare and deliver new employee orientation and other employee training
- Investigate customer claims for inventory discrepancies and respond to all external customer inquiries
- Maintain and follow-up on health and safety initiatives in the facility including WCB reporting, the joint worksite health and safety committee, and incident report tracking
- Assist with regular research and compliance initiatives regarding Human Resources
- Report accurate attendance for the facility including attendance notes

Successful Candidate will possess:

Education & Experience

- Post-secondary education in Human Resources, Industrial Relations or related discipline
- 1-3 years of experience in a similar role
- CPHR designation (or equivalent) or working towards

Skills & Attributes

- Detail oriented with excellent communication skills, both written and oral
- Strong 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
- Must be proficient in Microsoft Office Suite

We offer a competitive compensation package including, health and dental benefits as well as a pension plan.

Interested Candidates, please forward your resume and references 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.