

Human Resources Coordinator: Georgia Main Food Group

Some things you should know about us:

Our story began in 1903, and since then, we've been a food company powered by deep values, a family atmosphere and our very own kind of entrepreneurial spirit. Today we're a company filled with fresh energy. We are going places in the grocery business at full speed, and we're looking for amazing people to join us on this exciting journey.

Our team is growing! The Georgia Main Food Group Limited (and its banners: IGA and Fresh ST. Market) are looking for an exceptional individual to deliver effective human resource administrative support by assisting the human resources team. This role merges both the roles and functions of administration with that of human resources and personnel.

As a key member of a small and highly collaborative team, you will:

- Prepare necessary documents and employee correspondence, including and not limited to offers of employment, pay adjustments, and confirmation of employment
- Maintain employee files through all data entry requirements within the HRIS
- Trouble shooter and problem solver for Time and Attendance issues
- Involved in all levels of employee extended healthcare benefits administration, including handling internal inquiries and orientation
- Collaborate with the Health & Wellness Advisor in the administration of the Occupational Health & Safety program
- Complete other special projects, duties, and assignments, as assigned

What makes us successful is we are a dedicated team that supports the vision of the company, its people, and each other. We take our jobs seriously, but we don't take ourselves too seriously. To be successful in achieving our vision, we are looking to speak with candidates who check all these boxes:

What You Bring:

- Minimum of 2 years related Human Resources experience
- Excellent customer service orientation
- Exceptional organizational and time management skills as well as high attention to detail.
- Superior verbal and written communication skills.
- Ability to respond to and manage competing and constantly evolving priorities
- Proficient in computer applications, including social media.
- Experience with HRIS, ideally ADP WorkForce Now
- Completion of a degree or diploma in human resources or a related discipline is an asset
- High level of discretion, confidentiality and diplomacy
- Continuous learner with a naturally curious mindset, keeping abreast of developments and innovations in the HR space.
- A team player, who is willing to roll up their sleeves and jump in to support the team
- Optimistic and open to new ideas or challenges that may come your way.

It is an exciting opportunity to join our HR team at Georgia Main Food Group and help shape our efforts at a time of positive change and growth within our company.

If you're interested in joining a team of committed colleagues supporting the best grocery retailer in BC, then we want to hear from you! Interested candidates are encouraged to apply by emailing your resume (and cover letter stating salary expectations) to careers@georgiamain.com