Human Resources Generalist

Emplacement(s)	Mississauga, Ontario — Canada
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Bannière / langue du texte	Sobeys / EN
Rémunération source	61000 à 84000 CAD / heure

Texte intégral de l’offre

Embark on a rewarding career with Sobeys Inc., celebrated among Canada’s Top 100 employers where your unique contributions drive success.

Ready to Make an impact?

Here’s where you’ll be focusing:

HR Cyclical Processes

- Deliver the tactical execution of the HR process i.e. salary and incentive review
- Support HRBPs in the facilitation of leader sessions. i.e. calibration sessions

General support to HRBP

- Employee documents i.e. confirmation letters; performance or conduct letter; Org change support; Tactical support to business as instructed by HRBP
- Union activities (collective agreement tracking and calendar; Seniority list update; Stat holiday calendar, admin, maintenance and communication)
- Employee Relations Case Management – In partnership with the HRBP provide guidance to managers in developing, documenting, and communicating solutions (including disciplinary action) for individual employee relations cases
- Other admin tasks

Reporting & Analysis

- Deliver analyses of HR data; identify trends and contribute to the creation of HR insights that enable the diagnosis of business issues, enhancement of employee engagement, and/or improvement of business performance
- Employee Exit Survey, Absences, Accrued Vacation, contract employee end dates, Temporary assignment end dates, Return to Office reporting, Engagement reporting, KPI status update reports, Employee Data, accommodations i.e. RTO; leave and absence management

Employee Lifecycle

- Orientation support, immigration applications & inquiries, support for union EEs, performance management; out-placement coordinator (LHH contact); EE queries not supported by HR Service Centre

HR Resource management

- Develop and refine role charters; org chart set up and maintenance; set up and maintenance of HR Resource site and/or Teams channel

What you have to offer:

- Undergraduate Degree or a DEC with a minimum of 2 years of relevant experience
- Previous experience in HR administration or a similar role
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and HRIS software
- Strong organizational and time-management skills, with attention to detail
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams

- Understanding of HR policies, practices, and compliance requirements
- Ability to maintain confidentiality and handle sensitive information with discretion
- Adaptability to work in a dynamic environment and manage multiple priorities effectively

Who we are

Sobeys is one of Canada’s leading grocery retailers, with more than 1,600 stores across all 10 provinces and banners including Sobeys, Safeway, IGA, Foodland, FreshCo, Thrifty Foods, and Lawtons Drug Stores. Our 128,000 teammates and franchise affiliates are passionate about delivering great food and exceptional experiences to our customers and communities.

Learn more about our story and culture:

Who We Are | Why Work With Us

Total Rewards

We offer a Total Rewards package designed to support teammates at work and in life. Depending on role and eligibility, teammates may receive health and dental benefits, retirement and savings programs including an Employee Share Ownership Plan, a 10% in-store discount at participating banners, virtual healthcare and an Employee and Family Assistance Program, learning and development opportunities, parental leave top-up, and paid vacation.

Sobeys is committed to providing a compensation structure that is flexible, equitable and competitive in the market to enable performance and growth. To learn more about this opportunity including the expected range of compensation in accordance with Pay Transparency Legislation where required please click the “I’m interested” or "Apply" button above. Individual compensation is determined based on qualifications, experience, and internal equity within the range provided.

Additional Information

External websites may share our organization's job postings which includes compensation information based on similar roles and market benchmarks. These figures are provided for general comparison purposes only and are not issued or verified by our organization.

We may use Artificial Intelligence (AI) tools to support efficiencies in the candidate screening, assessment, and recruitment processes. These AI tools do not make hiring decisions on behalf of the Company. Hiring decisions are made by our Hiring Teams.

Sobeys is committed to creating accessible and inclusive hiring processes. We will work with applicants requesting accommodation at any stage of the recruitment process.

Please note: Successful candidates will be required to provide documentation to prove their legal ability to work in the position during the onboarding process. Documentation will be assessed by the employer prior to commencement of work.

Emplacements indiqués par la source

Mississauga Corporate Office, 4980 Tahoe Blvd, Mississauga, Ontario, Canada

Consulter l’offre et postuler

Offre originale et candidature

Toutes les offres Sobeys

Qui nous sommes

Date de fin annoncée : non précisée dans les métadonnées publiques.

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