

Bilingual Human Resources Coordinator/Recruiter

Location: Bailey Metal Products Limited – Concord, Ontario

Department: Human Resources

Reports to: Corporate Human Resources Manager



About Bailey

Founded in 1950 by Sam Bailey, The Bailey Group of Companies (BGC) is a family owned and operated Canadian company recognized as an industry leader. With manufacturing locations in Ontario, Quebec, Alberta, and British Columbia, the BGC has grown tremendously over the past 70+ years, producing roll-formed products and providing steel slitting services for the commercial and residential construction industry. Our people, products and industry are our pride while innovation and our customers are at the core of our business. Our associates are the key to achieving our vision of being the leaders in this industry, which is why we work hard to create a safe and healthy work environment where associates can achieve growth and development. Apply now, for this exciting opportunity!

Why Join Our Team?

- Market competitive remuneration package
- Employer paid comprehensive benefit package
- RRSP matching program
- Education support program
- On the job training
- Employee referral program
- Personal protective equipment allowance

Position Summary

The Human Resources Coordinator/Recruiter will be responsible for recruitment, onboarding, and providing administrative support to the day-to-day operations of the Human Resources Department of Corporate Head Office. This position will have a strong focus on recruitment and will also assist with the development and implementation of policy, orientation and training, and benefits.

What you'll do:

- Responsible for all functions of the recruitment cycle
- Lead the orientation and onboarding processes for new employees
- Help ensure corporate wide compliance with HR policies, procedures, and applicable regulations
- Assist managers with employee performance management initiatives
- Respond to internal and external HR related inquiries from employees, department managers, and other parties
- Assist with the development of HR and Health & Safety policies and procedures
- Participate as a member on the Joint Health & Safety Committee
- Participate as a member on the Social Committee

What you'll need:

- Fluent in both English and French (verbal and written)
- 2-3 years of HR related experience
- College Diploma/Certificate in Human Resources Administration or equivalent is an asset
- Proficient working knowledge of Microsoft Office with a strong focus on Excel
- Strong interpersonal skills
- Demonstrated ability to maintain confidentiality
- A valid driver's licence as occasional travel to our branches within Ontario is required

Working Conditions:

- Overtime as required
- Regular travel to other branches
- Office environment

Learn more about us at <https://www.bmp-group.com/>. To apply, submit your resume to recruitment@bmp-group.com with the position title included in the subject line. We thank all applicants for their interest, only those selected for an interview will be contacted.

We are an equal opportunity employer committed to providing and maintaining a fair, equitable and diverse workforce. All qualified candidates are encouraged to apply. Applicants should advise Human Resources if they require any type of accommodation during the recruitment process.



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