

Join the team making real

GROWTH HAPPEN

Perennia Food and Agriculture Corporation is Nova Scotia's development agency focusing on the food sector. Our mission is to support success, transformation and economic development in Nova Scotia's agriculture, seafood, cannabis, and food and beverage sectors. That means our team of bright, engaged specialists are always learning, always evolving, and always ready to take on a new challenge. **So, what are you waiting for? Come Grow with us.**

Human Resources Coordinator

Perennia Food and Agriculture Corporation is Nova Scotia's food industry development agency. We offer an integrated suite of services to the agriculture and seafood sectors with a focus on on-farm production, quality and food safety, analytical services and product development and improvements. Our highly skilled and collaborative team focuses on superior customer service, proactive solutions, and innovative approaches to meet client needs.

We are looking for a dedicated professional to join our team as a Human Resources Coordinator. This is a full-time position and can be located in either Truro or Kentville with work from home options available. The Human Resources Coordinator reports to the Manager of Human Resources and is responsible for human resources and payroll and benefits service delivery for a growing team of 100 employees. The successful candidate will be committed to professionalism and a high standard of customer service.

Principal Responsibilities

- Responsible for human resource support as directed by the Manager of Human Resources
- Administer payroll and benefits including bi-monthly collection, preparation, processing, reporting and year end processing (90 -100 employees). Set up new employees and terminate leaving employees in pay and benefits system.
- Participate in recruitment and selection process including creation and posting of advertisements, vetting, conducting pre-screen interviews, assisting with the creation of interview package, organizing and conducting interviews, checking of references, refusal of candidates and liaising with hiring manager and committee

- Responsible for the continuous reconciliation of employee vacation, sick, and personal days and serve as a resource person for all time related inquiries
- Support team by addressing general queries related to payroll, benefits and employee handbook/policy interpretation
- Develop new or make revisions to current human resource policies
- Support finance team with budget requests and internal and external audit support
- Perform orientation and onboarding for new hires and co-ordinate and suggest continuous improvement of the on-boarding and off-boarding processes
- Maintain employee records, both hard copy and electronic
- Maintain and update human resource pages on internal communication site
- Support other functions and special projects, as assigned

Requirements

- Completion of post-secondary education in Business, Accounting or related field
- Proven experience as a Human Resources Coordinator or Payroll and Benefit Administration Specialist is required
- Payroll certification with the National Payroll Institute is required
- Completion of employee benefits specialist certification would be considered a strong asset

- Strong knowledge of payroll and benefit processes and applicable legislation requirements
- Proficient in all Office programs with high level proficiency in Excel and have exceptional data processing skills
- Ability to prioritize workload, meet deadlines and work effectively under pressure
- A collaborative work style but have the proven ability to work independently with minimal supervision
- Committed to discretion, professionalism and confidentiality
- High level accuracy, attention to detail and exceptional organizational skills

Perennia offers a competitive compensation package based on the candidate's skill and experience. This includes base salary, benefits, flexible schedules, personal days, and three weeks vacation (pro-rated depending on when the successful candidate starts) to start.

To apply for this exciting position at Perennia, please email a combined PDF or Word cover letter and resume noting compensation expectations and potential start date if you were the successful candidate to careers@perennia.ca by noon on **July 12, 2024**

Only those candidates who move onto the interview phase will be contacted.

Perennia is an equal opportunity employer.