



**HUMAN RESOURCE REPRESENTATIVE PART-TIME  
ARE YOU PATIENT WITH GOOD PROBLEM SOLVING AND COMMUNICATION SKILLS?  
LUDA FOODS IS LOOKING FOR YOU TO COMPLETE OUR TEAM**

**Job Description:**

Coordinate recruitment and selection process, manage new employee on-boarding and the employee review processes, organize the health and safety committee, help administer employee benefits/insurance plan, and perform a variety of HR duties.

**As our HR Representative, you will:**

- Perform searches for qualified job candidates.
- Process paperwork and captain the new employee orientation.
- Record and maintain employee information, update payroll records and compile statistical reports.
- Handle CNESST claims and confer with prevention mutual concerning claims.
- Maintain job descriptions.
- Provide current and prospective employees with information.
- Assist managers to formulate job roles, tasks and training registers.
- Administer RRSP, Insurance and Pension programs.
- Comply with government regulations regarding Training (1%), OLF and pay equity.
- Organize and lead the Health and Safety Committee.
- Organize and develop training programs.

**As our chosen candidate:**

You are bilingual with a bachelors or certificate in Human Resources Management. Knowledge of payroll and government requirements is an asset. Knowledge of MS Office suite is required.

**Here are the reasons you will want to work for us:**

- Family-firm with a family ambiance: we encourage sharing and networking throughout the company, [and office employees benefit from a flex-time arrangement with core hours].
- Competitive salaries reviewed annually.
- Yearly bonus based on objectives and profits.
- Health benefits features an individual health + dental plan fully paid by the company, and low cost for a family plan.
- Employee assistance program.
- Employee reserve program.
- Group retirement savings plan with an incentive employer contribution annually.
- Company paid training and courses.

**About LUDA Foods:**

LUDA Foods is one of the largest manufacturers of dehydrated soups and sauces in Canada. We have been in business for over 65 years in a competitive industry where our goal is to be the most reliable provider of food solutions for our partners. We service our customers from a 45,000 square foot custom-designed manufacturing facility designed to make us responsive to our



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customers, nimble in our processes and trusted for our products. We are growth-oriented and committed to getting to know our customers in depth and sharing our proven expertise. We are one of the first Canadian food manufacturers to implement a certified HACCP system. We are a family-owned business and each employee is valued for their contribution and becomes a part of the family.

Thank you for applying to LUDA Foods.

Send your resume to [cv@luda.ca](mailto:cv@luda.ca). Only applicants meeting our requirements will be contacted, however, even if you don't hear from us, your resume will be kept on file for future opportunities.

**Summary:**

**Location:** Within 50 km of Pointe Claire

**Industries:** Manufacturing; Foodservice

**Job Type:** Part-time, Starting at 3 days per week