

HR Coordinator (Contract) – Edmonton

### About DSL

At DSL, our purpose is creating moments of joy, one serving at a time. Representing world-class brand partners Taylor, Henny Penny & Franke Coffee Systems, DSL is the largest Canadian supplier of premium food service equipment, and the exclusive factory-authorized service provider for the equipment we sell. At our core, we believe in doing right by our customers, finding the best solutions to fit their needs, being creative and innovative, working hard, and having fun along the way.

Are you looking to grow with a company with over a century of unmatched quality, expertise, and after-sales support? We want to hear from you!

### Why Join Our Team?

- Competitive wage & health benefits
- Health Spending Account (Flex Spending Account or Health Spending Account) \*
- 3 weeks paid vacation
- Strong company culture & core values
- RRSP matching program\*
- Education support, factory, & in-house training to ensure success
- Opportunity for advancement
- Travel opportunities in Western Canada
- Work primarily indoors
- Smartphone, uniform, specialty tools, & company vehicle provided for business use
- Applicable once eligibility requirements are met

### Position Summary

Reporting to the Sr. VP of People and Operations, the Human Resources Coordinator will be responsible for full ongoing training organization and support to management teams across multiple locations and provinces.

### What you'll do:

- Work closely with hiring managers to understand current and future demands; assist in labor forecasting to ensure appropriate staffing levels
- Support and help create training plans
- Manage and monitor ongoing personnel performance program, health and safety programs, and Apprenticeship programs across multiple provinces.
- Manage WCB claims across multiple provinces
- Develop, maintain and deploy policies in alignment with company's corporate and cultural vision; ensuring that policies reflect legislative changes
- Develop human resources solutions by collecting and analyzing information and recommending the appropriate course of action to senior leadership
- Improve manager and employee performance by identifying and clarifying problems; providing solutions; coaching and counseling managers and employees. Resolve conflicts, handle complaints and settle disputes while working alongside management team
- Lead Health and safety initiatives, ensuring Health and Safety policy adherence and compliance. Organize safety training, ensure annual safety certifications are current.

**What you'll need:**

- Diploma or Degree in Human Resources
- 1-3 years' experience as HR Coordinator or similar
- Self-motivated and directed with a keen attention to detail
- Effective and professional communication skills
- Ability to multitask in a fast paced environment with strong organizational skills
- Detail oriented, accuracy, and timeliness
- Possess excellent problem solving skills
- Strong computer skills (excel, PowerPoint, Word)

We thank all applicants for their interest, only those selected for an interview will be contacted.

**Job Type: Full-time, Fixed term contract**

**Contract Length:** 12 months

**Benefits:**

- Dental care
- Extended health care
- Life insurance
- On-site parking
- RRSP match
- Vision care

**Schedule:**

- 8-hour shift
- Monday to Friday

**Ability to commute/relocate:**

- Edmonton, AB: reliably commute or plan to relocate before starting work (required)

**Application question(s):**

- What is your wage expectation?

**Experience:**

- Human resources: 1 year (preferred)

Learn more about us at [dslinc.com](http://dslinc.com). To apply, submit your resume & cover letter to [hr@dslinc.com](mailto:hr@dslinc.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