



MAPCAN is looking for an HR Coordinator to support associate relations & management in our manufacturing operation in Alliston. This is a 1 year Contract position that could lead to a permanent position.

Following the model of similar facilities in Japan, Indonesia and China, **MAPCAN** has built a state-of-the-art, energy efficient "**GREEN**" molten aluminum facility in Alliston, Ontario to supply aluminum to the Honda supply system in North America. This facility is recycling aluminum to produce high grade aluminum alloys, while targeting 0% waste to landfill. We are currently seeking a dynamic individual to join our safe, respectful, team-oriented environment.

The successful candidate will act as the Human Resources Representative for the Company and assist the Plant Manager and senior management team with the efficient and effective flow of business and associate relations. Reporting to the Vice President, the HR Coordinator is responsible for all human resources functions including: recruitment, selection and retention of associates, developing and implementing policy, associate relations, administration of benefits and payroll, and coordination with the Health and Safety Coordinator on all matters related to Health and Safety and Return to Work programs.

Competencies:

- Excellent documentation, organizational, and time management skills
- Strong negotiation, leadership, analytical, and problem solving skills
- Excellent interpersonal, facilitation, and communication skills at all levels
- Highly focused on results and objectives with strong attention to detail
- Practical experience in molten metal processes and environment
- Team player and active listener
- Independently motivated, Self-starter
- Working knowledge of Automotive Manufacturing Processes – i.e. 5P

Qualifications:

- Bachelor's Degree, or Graduate Certificate in Human Resources Management or related studies.
- Minimum 5 years experience in a human resources role in a manufacturing environment.
- Minimum 5 years experience in the automotive manufacturing or foundry/die casting industries – molten metal experience an asset.
- Proficient computer literacy in Microsoft Word, Excel, Power point and Lotus Notes.
- Experience with Payroll and Benefit administration – proficiency with Jantek preferred
- Knowledge of ESA, WSIB, Human Rights and OSHA
- CHRP designation considered an asset

To apply please email resume to careers@mapcan.ca