



Fine Choice Foods Ltd. specializes in the manufacturing of Asian-themed appetizers, including spring rolls, gyozas, dumplings and sauces. For over 35 years, we have been supplying food service providers and retailers across Canada and regionally in the US.

As our **Manager, People and Culture**, you will live and breathe the essence of Fine Choice Culture and build strong and trusted relationships within the organization. You will be an integral part of our business and understand what it takes to be successful in every role. You have a put-people-first attitude and are always looking for way to encourage and empower our people to do their best work. You have a passion for developing new and innovative services which promote high performing teams and employee engagement. You have a laser focus on the people of our organization and are responsible for maximizing the employee experience, from recruitment and onboarding to development and growth, and everything in between!

You will also be expected to consistently demonstrate behaviours which align with our **Guiding Principles**. Our Guiding Principles are not just fancy phrases on glossy pages. Instead, we live and exhibit them every day. They are the foundation of who we are – do they resonate with you?

- *Be Caring and Careful*
- *Honor our Roots, Embrace our Future*
- *Taste the Passion*
- *Listen, Learn, Teach and Grow*
- *Win Together*
- *Be Creative and Better Every Day*

### **What You Will Do:**

- Assist in the design and implementation of Fine Choice Culture Programs and Policies
- Assist in the development of a People and Culture tactical plan which aligns with the corporate strategy
- Collaborate with the Executive Leadership Team on an ongoing basis to keep apprised of any P&C needs of the organization and develop programs to deliver
- Oversee the entire hiring process, including recruitment, orientation and onboarding, ensuring new employees are equipped with the necessary tools to succeed
- Maintain employee records and ensure all contain all the necessary documentation, including job outlines, performance reviews, etc.
- Collaborate with the CFO in the research, selection and implementation of a Human Resources Information System; act as the subject matter expert and administer training to all staff



- Develop and implement employee development process, training and coaching systems
- Coordinate FCF Performance Review process with the leadership team; ensure wage increase are appropriate and administered correctly
- Work with the leadership team to create, review and impart performance improvement plans, performance management plans and terminations, where necessary
- Assess the Fine Choice Foods Employee Experience and make recommendations on areas of improvement; identify gaps or areas of hindrance to remediate
- Organize company functions, including FCF Culture events, luncheons and other recognition events
- Act as a liaison between employees and the leadership team, ensuring everyone is kept apprised of employee concerns, events and vital information or updates

#### **What You Will Have:**

- A minimum of 3 to 5 years' within an human resources management role
- A successful track record contributing to a team-based organization, driving positive culture
- Exceptional planning, analytical and organizational skills
- A strong will to roll up your sleeves to #GSD (this is truly not a lead-behind-the-desk role!)
- Exceptional leadership skills with an ability to interact effectively with all levels of the business
- An effective communicator with strong verbal and written communication skills
- A Bachelor's degree in Human Resources Management is preferred, although a combination of education and experience will be considered
- CPHR designation is desirable or eligibility to achieve certification
- Previous experience working within an English as an Additional Language environment is preferred; fluency in Cantonese or Mandarin preferred.

We are a hard-working, collaborative team and we hold each other accountable at all times! Caring for our people, products and customers is what we do and we do what is right, always! If you feel you have what it takes to join our Fine Choice Family, please submit your resume and a cover letter outlining how you think you'd be able to help us drive and feel our culture throughout our organization.

We welcome everyone to sit at our table and we embrace diversity within our workplace. We strongly encourage applications from qualified women, men, visible minorities, aboriginal peoples, and persons with disabilities. We thank all applicants for their interest, but only those selected for an interview will be contacted.