

# GIANT TIGER



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## Career Opportunity



### Human Resources Associate

Home Office  
2480 Walkley Road  
Ottawa, Ontario

#### **Overview:**

As part of the Human Resources Team, you will be responsible for all programs related to employment standards, conditions of employment and non-contractual benefits. You will also be responsible for the administration of all store compensation programs. This generalist position offers a diverse array of responsibilities in which an individual can acquire a wealth of experience and grow within a successful company.

#### **Highlights:**

- Ensure all Human Resources policies and procedures are based on minimum current employment standards requirements
- Administer Store Compensation programs (bonus and salaries)
- Administer Workers Compensation programs
- Research employment and training subsidies
- Assist in the preparation of quarterly payroll plans
- Administer store associate recognition program

#### **Job Requirements:**

- Previous Human Resources experience in a private sector industry
- Post Secondary education in a Human Resources related field
- Excellent communication and interpersonal skills
- Strong computer skills in Microsoft Word and Excel
- Ability to work independently and as part of a group

#### **Additional Assets:**

- Bilingual (French and English)

Interested applicants should submit a resume by email to: [posting@gianttiger.com](mailto:posting@gianttiger.com)

*Please specify position: Human Resources Associate*

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