

Human Resources Generalist

Ayr Farmers Mutual Insurance Company has an opportunity for a Human Resources Generalist to join our team!

Why Choose Ayr Farmers Mutual?

- The opportunity to work with a reputable company that cares about our People, our Policyholders, and the Communities we serve.
- We offer a supportive learning environment.
- We invest in your growth and celebrate your achievements.
- Competitive matching Pension Plan and employer-paid Group Healthcare Benefits Plan, including a Health Care Spending Account.
- We offer a hybrid working environment.
- Dress for your workday flexibility.

Human Resources Generalist

Reporting to the Manager of Human Resources, the Human Resources (HR) Generalist will be responsible for the administration of payroll and benefits, while ensuring accurate employee records. This role will work closely with, and support, the Manager of Human Resources assisting with recruitment, employee relations, compensation, payroll, HRIS maintenance, ad-hoc reporting, training, wellness initiatives, and planning of company events. In addition, the HR Generalist will be a culture advocate, maintaining and influencing positive cultural behaviours that resonate with our company values and commitments.

Your Responsibilities:

- Provide support to the Manager of Human Resources in accomplishing organizational goals and strategies
- Supporting the investigation and resolution of employee relations inquiries in a timely and effective manner
- Benefits Administration (Group Healthcare, Health Care Spending, and Pension Plans)
- Process payroll and HRIS Administration (Payworks software, HR Downloads)
- Maintain accurate personnel files and education/training records
- Assist with talent acquisition and the full recruitment process
- Participate on committees: Wellness, Social, Safety
- Coordinate onboarding program
- Assist with organizing company volunteer initiatives

Skills and Experience:

- Post-secondary graduate of a Human Resources program and/or completion of post-graduate Human Resources Certificate
- CHRP designation, preferred
- Minimum 2 years of experience in a Human Resources role, including payroll administration, preferred
- Exceptional communication skills
- Demonstrate excellent customer service skills
- Intermediate Microsoft Excel skills
- Knowledge and experience using Payworks software is an asset
- Experience in the Insurance industry would be beneficial

About Ayr Farmers Mutual

Ayr Farmers Mutual is a financially strong, Policyholder owned and progressive property and casualty mutual insurer with written premiums of over \$46 million annually. We offer farm, residential, commercial, marine and automobile protection and coverage through a dedicated network of Agents and Brokers. We service the Southwestern Ontario region, and are located in close proximity to Kitchener, Waterloo and Cambridge.

Since 1893, the knowledgeable and caring team members of Ayr Farmers Mutual have been providing products and services that provide protection and peace of mind for our Policyholders and the community. What makes us different is our commitment to providing outstanding, personalized customer service. We continually strive to put our Policyholders and our communities first, and to ensure that every individual we serve is treated with fairness and respect.

The Company provides training, education, work life balance, wellness opportunities, community contributions and a fun and friendly working environment.

Ayr Farmers Mutual is proud of our culture. We live by our core values and genuinely care for one another and our Policyholders. We celebrate our successes and have a supportive work environment that encourages everyone to be their best.

Accommodation at Ayr Farmers Mutual Insurance Company

We are committed to a selection process and work environment that is inclusive and barrier free. Human Resources will work with the applicant and the selection committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

To learn more about Ayr Farmers Mutual, visit our website at <https://www.ayrmutual.com/>

INTERESTED IN APPLYING?

Please send your resume and cover letter to: careers@ayrmutual.com