

## Human Resources Specialist

### Location:

Mississauga

### About CanCrete:

Founded in 2013, CanCrete Equipment Ltd. is the exclusive Putzmeister dealer in Canada and a leading provider of concrete pumping equipment, parts, and specialized service support. Serving the Canadian concrete industry, CanCrete operates as a comprehensive pumping solutions and support centre, delivering equipment, parts, technical service, and expert advice tailored to customer needs.

With deep industry experience and a strong understanding of the operational challenges facing concrete professionals, CanCrete is built on long-term, mutually beneficial customer relationships. Our reputation is grounded in high-quality, well-researched products, dependable service, and knowledgeable technical support—ensuring our customers have the solutions they need to succeed.

### Role:

Human Resources Specialist

### Responsibilities:

#### Recruitment and Onboarding

- Review and post job postings, resume screening, interview scheduling and all candidate communication
- Coordinate and facilitate new hire onboarding, including documentation, coordination of company property, orientation and system setup
- Register and attend job fairs and lead the co-op program

#### Benefits Administration & Employee Support

- Assist employees with benefits enrolment, changes and inquiries
- Prepare and maintain regular benefits reports, including eligibility tracking and accurate billing
- Serve as the point of contact for basic HR questions related to policies, procedures and programs

#### Health and Safety

- Manage the Health and Safety program, including incident reporting and provide any necessary documentation to WSIB, CNESST, WCB, etc.
- Lead the Health and Safety Team quarterly meetings
- Serve as the point of contact for and lead the WSIB Excellence Program

#### Employee Performance Support

- Track probationary periods for new and promoted employees
- Coordinate probationary review timelines and reminders for Managers

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#### VANCOUVER

13885 115 Ave. Unit 7 & 8  
Surrey, BC V3R 0R8  
P. 604.262.1813

#### CALGARY

20 Heatherglen Crescent  
Rocky View County, AB T1X 3C8  
P. 587.471.7867

#### TORONTO | HQ

1810 Meyerside Drive  
Mississauga, ON L5T 1B4  
P. 416.749.2843

#### ORANGEVILLE

150 Centennial Road  
Orangeville, ON L9W 5K2  
P. 519.942.8844

#### MONTREAL

1855 Rue Cunard  
Laval, QC H7S 2C7  
P. 514.884.0076

## **HR Programs, Reports & Employee Support**

- Assist with training initiatives and employee engagement programs
- Prepare reports for department usage
- Support company events, wellness initiatives and internal communications
- Payroll backup

Other duties as assigned

## **Qualifications:**

- Diploma or bachelor's degree in Human Resources or equivalent combination of education and experience
- Minimum of 5 years of experience in the HR field, with at least 2-3 years in a Human Resources Generalist role
- CHRP or CHRL designation (or active progression towards designation)
- Proven success in Talent Management
- Experience with managing the Health and Safety program is an asset
- Experience using an HRIS (ex. ADP WFN) is an asset
- Knowledge of employment standards and occupational health and safety requirements
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills, professionalism and discretion when handling sensitive and confidential matters
- Results oriented and a self-starter who is able to work in a fast paced environment

## **What We Offer:**

CanCrete Equipment Ltd. offers a competitive salary, a company sponsored pension matching program, a complete benefits package, and great career advancement opportunities. The chosen candidate will have a seat at the decision-making table for a high growth company and ability to make a difference in the direction of CanCrete. Hands on equipment training (on/off job site, and OEM) will be provided.

CanCrete is committed to an inclusive workplace that values and promotes diversity. We believe that our workplace should reflect the communities we serve, and we strive to build and nurture a culture where employees feel empowered and valued.