



Human Resources Coordinator

Overview

Red Sun Farms is one of the largest fully vertically integrated, high-tech greenhouse growers in North America. Our seed to plate approach closes the gap between grower, retailer, and consumer; allowing us to develop an exceptional product and an exemplary level of customer service from all our locations, 365 days per year.

We are currently seeking candidates for the position of Human Resources Coordinator in our Kingsville office.

The Human Resources Coordinator, under the direction of the Director, Human Resources, will be responsible for a range of duties supporting the HR department, management and employees of Red Sun Farms in both Canada and the United States. This role will support daily HR operations while promoting a corporate culture that aligns with and embodies the values of Red Sun Farms throughout all aspects of the HR function.

What we Offer

- Competitive compensation
- An incredible work environment
- Flexibility between Kingsville & Windsor office locations
- Comprehensive health benefits
- Defined contribution pension plan
- Paid sick days
- Employee and Family Assistance Program
- Employee Discount Program

Main Responsibilities

- Responsible for recruitment processes under the direction of the Director, Human Resources, including screening applications, scheduling interviews, and maintaining clear communication with candidates and hiring managers
- Coordinate Onboarding Processes; oversee the preparation and completion of new hire documentation, lead orientation sessions, arrange training, and ensure IT and equipment setup for a smooth start
- Track and support leave of absence and return-to-work (RTW) processes in collaboration with Health & Safety.
- Maintain and update employee records and HRIS systems, ensuring accuracy, confidentiality, and compliance with company policies and legal requirements
- Act as the primary point of contact for local staffing agencies regarding temporary employees, ensuring seamless coordination
- Plan, coordinate, and execute employee engagement events
- Support HR teams in both the US and Canada by assisting with cross-border HR initiatives, processes, and best practices
- Facilitate Integration and Support; assist with benefit enrollment, track compliance, and gather feedback to continuously improve the onboarding experience
- Prepare and distribute weekly labour reports for all company locations



- Assist the Senior HR Generalist in monitoring, tracking, and addressing employee absenteeism, providing support in identifying trends and implementing solutions
- Assist in monitoring and tracking compliance-related requirements, including work permits, legislative updates, and company policies, to support adherence to regulations
- Completes other duties and projects as assigned

Qualifications

- Bachelor's degree or diploma in human resources management, business administration, or a related field
- 1-2+ years of work experience in Human Resources required
- CHRP designation, or working towards, considered an asset
- Experience coordinating full-cycle recruitment
- Previous experience with HRIS/HCM software, specifically UKG Pro and Workforce Management, considered an asset
- Ability to work independently and as a member of various teams and committees
- Demonstrated ability to provide beneficial recommendations to solve HR related issues related to regulations, laws and policies
- Excellent written and verbal communication skills
- Commitment to excellence and high standards
- Strong interpersonal skills
- Attention to detail in all areas of work

Working Conditions

- Work is performed in an office setting
- Sitting or standing for an extended amount of time
- Manual dexterity required to use desktop computer and peripherals
- Ability to attend and conduct presentations
- Lifting or moving up to 10lbs may be required
- Fast-paced environment
- Overtime as required
- Travel may be required

Interested?

Interested candidates are asked to submit their resume to the attention of Human Resources, Red Sun Farms HumanResources@redsunfarms.com

Red Sun Farms welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest, however, only those selected for interview will be contacted.