



JOB POSTING

POSITION: Bilingual Human Resources Generalist
STATUS: Full-Time, Hybrid
LOCATION: Kohl & Frisch Limited
REPORTS TO: Manager, Human Resources
DEPARTMENT: Human Resources

Founded in 1916, Kohl & Frisch Limited has a solid reputation in the healthcare industry that distinguishes it as the only national, Canadian-owned and operated wholesale distributor. A family-owned company, it is one of Canada's leading national distributors and is the essential link between pharmaceutical manufacturers and healthcare providers. Kohl & Frisch is fully equipped to service large chain retailers, independent pharmacies, clinics, and hospitals for all their Rx, OTC, home healthcare, and front shop needs.

Primary Role of This Position

The Bilingual HR Generalist plays a key role in supporting the day-to-day operations of the Human Resources department. This position encompasses a wide range of HR responsibilities, including recruitment, onboarding, employee relations, benefits administration, and HR compliance. The Bilingual HR Generalist serves as a point of contact to hourly distribution centre employees and management, providing guidance and support on various HR-related matters. This role requires strong interpersonal skills, attention to detail, and a solid understanding of HR principles and practices.

Major Responsibilities

- + Primary contact to address employee inquiries and concerns, providing guidance and support on HR policies and procedures.
- + Create and foster a positive working environment and maintain positive employee relations through ongoing and regular pleasant interaction with staff.
- + Build strong relationships and become a trusted advocate of employees.
- + Work with supervisors towards proper resolution of employee matters and assist with employee disciplinary actions, investigations, and conflict resolution as needed.
- + Coordinate the hourly recruitment process, including job postings, résumé screening, and scheduling interviews.
- + Conduct new employee orientation sessions and facilitate the onboarding process for new hires.
- + Support organizational change and foster the linkage between business objectives and Human Resources activities.
- + Ensure compliance with HR policies, HR legislation, provincial health and safety requirements, and employment law.
- + Review and investigate all incidents and accidents, and complete CNESST forms as required; implement modified work programs as required.
- + Monitor Kohl & Frisch's compliance with provincial health and safety legislation, identifying and preparing an action plan to remedy any deficiencies.
- + Maintain employee records and ensure accuracy and confidentiality of HR data.

- + Support the performance management process by coordinating performance evaluations and providing guidance to managers and employees.
- + Coordinate training and development initiatives to enhance employee skills and capabilities.
- + Identify training needs and recommend appropriate training solutions.
- + Participate in HR projects and initiatives, such as policy development, process improvements, and HR system implementations.
- + Travel regularly across Canada to support distribution centre locations in person, including conducting employee relations investigations, onboarding, or supporting site HR needs; with up to 20% travel required.
- + Perform other duties as required.

Education and Qualifications

- + Post-secondary diploma/degree in Human Resources Management
- + Working towards designation as a Certified Human Resources Professional (CHRP) or Industrial Relations Consultant (IRC) is an asset
- + 5–7 years' experience in Human Resources
- + Excellent interpersonal skills and judgment, with a demonstrated ability to deal with sensitive or confidential matters with discretion and tact
- + Must be fluent in both French and English, with excellent bilingual oral and written communication skills
- + High attention to detail and accuracy
- + Proficiency in Microsoft Office Suite applications and well-developed internet research skills
- + Ceridian Dayforce experience is an asset
- + Self-starter with high degree of initiative and self-management, possessing a strong teamwork ethic
- + Detail-oriented with excellent organizational and time management skills

How to Apply

If you are interested in applying, please submit a cover letter and a résumé by July 25, 2025, to: recruitment@kohlandfrisch.com.

Please ensure you specify the job title, **Bilingual HR Generalist**, in the subject line of your email.

Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted. Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.