



# JOB POSTING

**POSITION TITLE:** Human Resource Manager, People & Talent  
**POSITION TYPE:** Permanent  
**LOCATION:** Kohl & Frisch Limited (Concord, ON)  
**DEPARTMENT:** Human Resources

## About Us

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.

## About the Role

The HR Manager, People and Talent is a strategic partner that supports employee relations in addition to driving the vision and execution of company-wide talent strategies that attract, develop, and retain top talent. In collaboration with the Director, Human Resources, the primary focus of the position will be on leading through innovative approaches to talent acquisition, employer branding, learning and development, and leadership growth.

## What will you do?

### Talent

- + Participate in the development of departmental goals, objectives, and systems as it relates to Talent Acquisition & Talent Management.
- + Responsible for Talent Acquisition at K+F including recruitment of office roles, oversight of Distribution Centre workforce needs and external vendor relationships.
- + Develop programs to support talent landscape including performance management, interview guides, skills matrices and training for hiring managers.
- + Oversee Onboarding initiatives for new employees.
- + Identify opportunities for improvement for Talent Management.

### Learning and Development

- + Lead the creation of K+F's learning strategy that optimizes new and best in class strategies to ensure associates at all levels receive learning relevant to current and future roles
- + Conduct needs analyses by partnering with HR team and business leaders, and corporate office stakeholders to identify learning gaps and performance opportunities.
- + Design and deliver leadership development programs that build capability at all levels of the organization, tailored to the needs of the different business units.
- + Develop engaging, visually refined training content including eLearning modules, in-person or virtual instructor-led sessions, Job aids, reference cards, and position enablement tools
- + Other duties as required.

### Employee Relations

- + Primary contact to address Office employee inquiries and concerns, providing guidance and support on HR policies and procedures.
- + Protect the interests of the company and employees in accordance with company policies and provincial law and regulations. Minimizes risk.
- + Coach and train managers in their communication, feedback, recognition, and interaction responsibilities with the employees who report to them. Ensure managers know how to

successfully, ethically, honestly, and legally communicate with employees.

- + Monitor the implementation of a performance improvement process with non-performing employees including Performance Improvement Plans (PIPs)
- + Support Leave of Absence and Disability Management processes for client group

## What you bring

- + University degree in either Human Resources, Adult Learning, Instructional Design, Instructional Technology, Educational Technologies, or related fields.
- + 5+ years of progressive HR experience with expertise in talent acquisition management, adult learning, instructional design and learning development using multi-modal delivery methods.
- + Exceptional leadership, stakeholder management, and communication skills—both written and verbal—with the ability to convey complex ideas in a clear and compelling manner.
- + Ability to manage daily workload, set priorities and meet required deadlines while managing competing demands
- + Demonstrate ability to handle sensitive and contentious issues with tact and respect
- + Ability to work both independently and co-operatively as member of a team
- + A self-starter, with the ability to work with all levels of the organization
- + Ability to multi-task and prioritize workload in a fast-paced environment
- + Knowledge of the Ontario Human Rights Code, Employment Standards Act, Freedom of Information and Protection of Privacy Act, Ontario Pay Equity Act, and other related legislation
- + Post-secondary diploma/degree in Human Resources Management/CHRP designation an asset

## What's in it for you?

This position offers a salary range of \$95,000 – \$115,000, exclusive of discretionary bonus eligibility and our full benefits package. The final salary offered to the selected candidate will be determined by factors including location, relevant experience, skill level and education.

### Additional Compensation (if applicable):

- + Bonus or commission structure
- + Pension Plan (eligibility after 18 months service)

### Benefits:

- + Health, dental, vision from day 1
- + Personal Days
- + Employee Assistance Program
- + Opportunity for Professional Development
- + Wellness programs
- + Vacation Pay
- + Exclusive memberships and discounts

## How to Apply

If you are interested in applying, please submit a résumé and any other relevant documentation to: [recruitment@kohlandfrisch.com](mailto:recruitment@kohlandfrisch.com).

Please ensure you specify the job title, **HR Manager People and Talent** in the subject line of your email.

As part of our recruitment process we may use AI for initial screening and assisting in evaluating candidate qualifications. All final hiring decisions will be made by our recruitment team.

*Kohl & Frisch would like to thank all applicants for their interest. All applicants who received interviews will receive an update on their application status within **45 days** of last interview. We value your interest in joining our team and strive to provide a timely, transparent hiring experience.*

*Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.*