

## Role Profile

<b>Title:</b>	<b>Human Resources Coordinator</b>
<b>Function:</b>	Human Resources and Office Services
<b>Reports To:</b>	Human Resources Manager
<b>Location:</b>	Toronto
<b>Type:</b>	Full Time Permanent

## Role Description

The Human Resources Coordinator is responsible for assisting the Human Resources (HR) department with day-to-day HR responsibilities and liaison between the organization, employees, and vendors. This role is a combination of Human Resources, office management support, and event planning which requires a high degree of multi-tasking, organization and prioritization, all handled with ease.

## Primary Responsibilities

The Human Resources Coordinator will be responsible for the following:

- Assist in managing the Employee Onboarding program. This will include organizing various elements of the program outline for the first three months for all new hires.
- Assist in the recruitment process, including working with internal clients and recruitment firms to coordinate the scheduling of interviews, screening candidates, administering skills evaluation testing, ensuring background checks are completed, first day agendas are prepared and updating recruitment records and information.
- Plan and coordinate company-wide events (ie: virtual Company meetings and employee and client events). Actively participate on the Social Committee to promote a healthy and fun workplace culture, including crafting various company-wide communications.
- Participate in tracking of Recognition Awards and distribution of gift cards.
- Assist with he with health and safety responsibilities and participate on the Joint Health & Safety Committee
- Assist with various learning and development initiatives for the mandatory learning program.

- Compiling regular monthly reports and preparing summary analysis of results.
- Responsible for Corporate organizational charts and Intranet HR information maintenance.
- Responsible for Employee and HR Electronic File maintenance, as well as maintaining databases.
- Coordinate office services tasks as they arise such as ordering office supplies and ensure supplies are replenished as required.
- Liaise with property management and building maintenance to handle matters related to building maintenance issues.
- Coordinate with vendors responsible for building custodial services, plants, carpets, interior windows and other office maintenance.
- Participate in and coordinate special projects as required.

### **Capability Requirements – education, skills & experience**

- Post-secondary education, with a degree or diploma in Human Resources. Working towards a CHRP designation would be an asset.
- Minimum 2-3 years related Human Resources experience with exposure to a client services or hospitality industry. Experience with office management and/or event planning an asset.
- Must possess a high degree of confidentiality, integrity and professionalism.
- Must have superior interpersonal and communication skills, both verbal and written and takes pride in their attention to detail.
- Excellent computer skills, including Microsoft Word, Excel, and PowerPoint. Visio, SharePoint and graphics software, such as Canva would be an asset.
- Must have proven organizational skills with strong multi-tasking ability and the ability to prioritize and problem solve.
- Possess a curious, resourceful and creative mindset with a pro-active approach.
- Ability to work independently and as a team member.