

Human Resources Coordinator

General:

The HR Coordinator is responsible for providing human resources support, general advice, and direction to staff on human resources policies and programs, to satisfy the current and future needs of its employees and meet legislative compliance. Areas of responsibility include, but are not limited to, recruitment, benefits and retirement plan administration, training and development, employee performance and development planning, employee records management, legislative requirements, orientation and onboarding, ergonomics, and human resources policy research. The HR Coordinator is sensitive to the human resources needs of HEC and works hard to ensure that human resources services are in place to meet those needs.

Characteristic Responsibilities:

Technical/Specialized or Program

- Coordinates the internal and external recruitment efforts. This includes coordinating the recruitment strategy, liaising with employment agencies where applicable, writing job postings, developing interview questionnaires and applicable job testing, reviewing and screening candidate resumes, scheduling interviews, participating on interview panels, administering pre-employment tests, and, conducting reference checks.
- Prepares employment agreements, provides successful candidates with offers and notifies unsuccessful candidates.
- Coordinates the comprehensive onboarding process and conducts new employee orientation with all new staff.
- Liaises with HEC's benefits provider and ensures all documentation and adjustments to employee benefits are in place. Processes the enrolment, termination, and changes for employee in the group benefits and retirement plans. Assists staff with benefits claim issues.
- Coordinates the collection of annual employee performance and development plans. Assists with the administration of the corporate training plan including advertising training opportunities, coordinating registration, and maintaining key performance indicators.
- Maintains the Human Resources Information System (HRIS) and employee files by entering and updating personal profile information into the HRIS. Oversees the attendance management system and ensures leave is being captured accurately. Maintains all human resources files and documentation systems, both in electronic and hard copy. Assists with the preparation of the quarterly and annual human resources reports. Maintains the organizational chart.
- Provides general human resources support. Maintains expertise on human resources issues and employment law. Assists in ensuring that HEC complies with all existing legislative and government reporting requirements related to Employment Standards, Accessibility, Occupational Health and Safety, and so forth. Provides research, evaluation, and analytical support to human resources processes through routine environmental scanning of available literature to identify leading HR practices

and methods. Provides advice to employees regarding policy, procedures, benefits, and other HR issues.

- Actively participates in the People and Culture Committee.
- Periodically acts as back-up to the Human Resources Business Partner.
- Other duties as assigned.

External Representation

- Internal: Establishes and maintains effective relationships with all employees at all levels.
- External: Establishes and maintains effective relationships with emphasis on human resources strategies with other NFP partners. Establishes and maintains effective relationships with the various human resources services-related suppliers, legislative bodies, and contractors. Represents HEC at relevant workshops and conferences.

Strategic Advice/Recommendations

- Provides functional advice related to human resources issues to the Human Resources team and to staff as required.

Skill:

- Bachelor's degree in Human Resources, or equivalent post-secondary education in a related field.
- Working towards Certified Human Resources Professional (CHRP) designation preferred.
- Minimum of two (2) years human resources experience required, preferably in a healthcare or not-for-profit (NFP) organization.
- Bilingual in French and English is required (English communication skills at Advanced "C" level and French communication skills at Intermediate "B" level required; Advanced "C" level preferred).
- Advanced proficiency in HRIS software (i.e. BambooHR) is preferred.
- Advanced computer software skills in Microsoft office suite and virtual environment required.
- Highly developed interpersonal and problem-solving skills.
- Excellent project management skills including the ability to plan, involving the ability to collaborate with other teams and across the organization.
- Excellent oral and written communication skills.
- Demonstrated time management skills. Well organized and attentive to detail.
- Professional tact and diplomacy and high level of confidentiality required.
- Ability to work well in a small, dynamic, and highly motivated team.

Effort:

- Regularly required to multi-task and manage several files simultaneously over an extended period, and juggle multiple competing priorities with occasional urgent situations. Extensive visual concentration due to computer work.

Working Conditions:

- May be required to engage in local or overnight travel. Is required to occasionally extend hours of work to meet work demands and occasionally expected to work evenings and

weekends during peak periods. Frequently interrupted and may have to work through sensitive issues.