JOB DESCRIPTION

| **Title** | HUMAN RESOURCES COORDINATOR |
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| **Reports To**  | [Insert Title] |

**Job Purpose**

The Human Resources Coordinator is responsible for supporting the organization in all people and culture related activities. The role focuses on managing employee files, maintaining HR policies and programs, supporting recruitment initiatives, facilitating the orientation and onboarding experiences, assisting with benefits administration and disability management, maintaining HR analytics, planning and facilitating training and development programs, overseeing special events and supporting day to day HR administrative processes.

The HR Coordinator acts as a brand ambassador for [Organization Name] and champions the organization’s core values, Additionally, the role provides advisory and administrative support to internal clients such as [Insert] and other departments. The position acts on behalf of the employees to resolve issues and concerns or escalate to senior management for action.

**Key Responsibilities**

Key responsibilities include, but are not limited to:

* Updating policies, procedures and employee handbook as required
* Coordinating and facilitating new employee orientation and onboarding
* Working with hiring managers to plan, develop and implement the recruitment strategy for vacant positions including job profiles, interviewing candidates, conducting reference checks and preparing and presenting offer letters
* Creating and maintaining reports involving monthly HR statistics
* Assisting with the preparation and coordination of company events
* Maintaining employee files - both hard and electronic copies
* Arranging and facilitating training courses and development programs
* Administering the Total Rewards program including benefits, recognition, service, etc.
* Administering disability claims (both occupational and non-occupational)
* Assisting department managers with the performance management program
* Liaising with HR vendors to ensure service expectations are met
* Performing other duties as assigned

**Core Competencies**

* Ability to analyze information, problem-solve and make good decisions
* Self-directed with an ability to organize, plan, prioritize and multitask
* Strong communication skills, both written and verbal
* Flexible, adaptable and responsive to change; stays calm under pressure
* Ethical and compliant - strong integrity and leads by example
* Creative and Innovative - “thinks outside the box”
* Collaborative, consultative and customer-focused
* Strong listening, mediating and negotiating skills
* Strong commitment to diversity management; politically and culturally sensitive

**Key Qualifications**

* Bachelor's degree in [Insert Field e.g. HR, Finance, Business Management/Administration]
* Certified Human Resources Professional designation (or working towards) is an asset
* X years experience in an entry-level HR or similar role
* Solid knowledge of HR practices (e.g., recruitment, health and safety, employee and labour relations, infection prevention and control, benefits, performance, etc.)
* Good working knowledge of and experience applying relevant legislation
* Knowledge of HR tools and systems available to support HR reporting and employee information
* Strong data entry skills and fluency in MS Office Suite
* Experience with Applicant Tracking Software is an asset

**Working Conditions**

* [Insert Working Hours] Location (onsite/remote/hybrid)
* Overtime may be required
* Flexible working hours may be required
* Standing, sitting, walking, typing - sometimes for long periods
* Exposure to a computer or laptop - sometimes for long periods