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## Human Resources Coordinator

*Are you looking for a rewarding and exciting HR career? Are you passionate about HR and transformational change? Look no further we have a great opportunity for a passionate and talented HR professional.*

Under the authority of the *Professional Engineers Act*, Professional Engineers Ontario (PEO) governs over 91,500 licence and certificate holders and regulates professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. Its vision is to be the trusted leader in professional self-regulation.

Under the direction of the HR Director, the Human Resources Coordinator provides proactive HR services and assistance to the HR team on a variety of HR issues within PEO. In addition, the Human Resources Coordinator, will be responsible for HR support, including recruiting, on-boarding, benefits and payroll support. The HR Coordinator works collaboratively with the HR team as well as all client groups to ultimately support and coordinate human resources functions and initiatives.

### **Responsibilities**

- Leads the full-cycle recruitment on various positions (as required) of all levels of positions which includes but not limited to: preparing the documentation for the hiring manager and discussing the scope of recruitment, preparing and posting of job ad, screening resumes etc.
- Leads the on-boarding of new staff including: preparation of offer letters, notifying IT, finance, setting up of security access card, preparing on-boarding folder for new hires, tracking benefit enrolment date, setting up HRIS new hire profile, coordinating the orientation with all departments, drafting staffing announcement with hiring manager, meeting with new hire to collect forms on first day, and training new hires on HRIS system.
- Leads the off-boarding of new hires including: notifying IT and ensuring return of all IT equipment, notifying finance, collecting security access card, notifying payroll to ensure timely termination in HRIS and processing of ROE within appropriate pay period, conducting exit interviews (as required), and assist hiring manager with drafting staffing announcement.
- Preparation of HR documents such as offer letters, transfers, temporary assignment letters, etc.
- Provides back-up to Payroll, HRIS & Benefits Specialist: processes bi-weekly payroll.
- Maintains organizational and human resources policies on the shared drive, ensuring up-to-date and consistent templates are used.



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- Develops and maintains documentation for most HR processes including employee on-boarding, orientation, recruitment, training, employee off-boarding, education reimbursements.
  - Maintains and updates all organizational and departmental charts.
  - Produces a variety of materials such as reports, spreadsheets, minutes, and presentations from both electronic and handwritten drafts, verbal or written instructions.
  - Provide diversity and inclusion advice and support to, internal clients and external applicants.
  - Leads the planning of various corporate events.
  - Builds and leverages relationships with diverse professional organizations and networks to attract and build talent pipelines.
  - Support the performance review process and compensation function as required.
  - Support additional HR projects and programs as required.

### **Skills and Qualifications**

- Minimum of three (3) years of experience in human resources.
- Post graduate degree or diploma in human resources management or business administration.
- CHRP or CHRL designation would be considered an asset.
- A dynamic people-oriented approach and focus on results. A capability to influence, build positive relationships within all levels of the organization.
- Comprehensive knowledge of recruitment and selection principles, testing methods and practices as well as knowledge of all phases of the recruitment and selection process including sourcing and attracting applicants, structuring and conducting interviews and determining candidates' suitability for positions.
- Thorough knowledge of current employment legislation including *Employment Standards Act* and *Ontario Human Rights Code*.



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- An approach which is service focused and interpersonally effective, ability to communicate effectively with others and great presentation skills.
    - Must possess excellent organizational and project management skills.
  - Ability to problem solve and use sound judgment while dealing with confidential information.
  - Proficiency in Microsoft Office Outlook, Word, Excel, PowerPoint and experience with HRIS.
  - Working knowledge of HRIS systems.
  - Payroll and benefits administration methods and processes to administer the payroll, benefits, pension/RRSP programs for PEO, as a back-up.
  - Thorough knowledge of the *Accessibility for Ontarians with Disabilities Act* (AODA).
  - Demonstrated expertise in sourcing diversity candidates.
  - Strong behavioral interviewing techniques.
  - Experience working at a regulatory body is an asset.

Qualified professionals are invited to submit, without delay, their cover letter, stating salary expectations, and resume in confidence by **August 14, 2020** to: [peopledevelopment@peo.on.ca](mailto:peopledevelopment@peo.on.ca)

*PEO values diversity and is an equal opportunity employer. PEO is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.*

*We thank all applicants in advance for your interest in our organization  
and advise that only those candidates selected.*