

POSITION DESCRIPTION
HR Coordinator

POSITION SUMMARY/PURPOSE

Under the direction of the Manager, Human Resources, this position provides a range of administrative and generalist support to the Human Resources Branch as required.

DUTIES & RESPONSIBILITIES

1. Provides information to employees in the administration of entitlements, policies and procedures and responds to general inquiries relating to benefit and pension plans.
2. Review and complete all HR/payroll related forms for processing, i.e. new hires, contract revisions, terminations and attendance.
3. Compile information, research, retrieve and following-up on information/requests from other organizations internal and external, i.e. legal enquires or insurance enquires. Prepares salary confirmation letters.
4. Prepares and co-ordinates the completion of all documentation to appoint/terminate and process changes in employee status within strict deadlines.
5. Assist with the performance appraisal program by preparing correspondence, gathering performance appraisals, updating the database and sending salary changes to payroll.
6. Assists with recruitment to monitor the HR email account, update the applicant tracking system, follow-up on missing resumes, screen resumes, forward resumes to the client, oversee testing and prepare new hire orientation documents. In addition, assistance may be required to post jobs, contact candidates to schedule interviews, prepare and print interview guides, conduct reference checks, prepare offer letters, etc.
7. Participates in the coordination, organization and scheduling of all HR training programs and initiatives.
8. Researches, prepares, coordinates and maintains all metrics and statistical reports such as new hires, recruitment, termination, retirements, year-end statistics, and performance appraisals.
9. May be required to research, develop and support projects and small programs as assigned.
10. Provides assistance in the absence of an HR Consultant and the Receptionist.

11. Assists HR Consultants and HR management by conducting audits of program files and recommends corrective actions.
 12. Participates in the creation and maintenance of employee personnel files.
 13. Performs other related activities as required. Keeps up-to-date on related skill development in order to use any new technologies or processes as required.
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JOB REQUIREMENTS

Training/Knowledge:

- College diploma or equivalent related experience to gain knowledge in the following:
 - general HR coordinator practices and procedures and is working towards a CHRP designation to perform a variety of administrative services as well as a broad range of HR functions.
 - computer information systems technology, tools, and software applications to support on-going HR management planning/services and day-to-day processing of documents, letters, memos, reports.
 - HR branch mandate and goals, practices and methods, as well as the Assembly's systems, policies and practices.
 - recruitment and training policies, procedures and guidelines in order to perform tasks within the unit and provide effective support services to HR staff as it pertains to recruitment administration and the training function.
 - the business, operations and structure of client groups to provide support and guidance and respond to needs of the client group.

Judgement:

Position works within well-defined processes and under the direction of the Manager, Human Resources, to set priorities and to perform a range of administrative tasks as well as assessing and advising on client issues. Identifies problems or situations that need to be addressed and takes appropriate action to address issues.

Confidentiality:

Position works with confidential employee information and follows prescribed rules and procedures to ensure security of information. As related to the client group has the opportunity to disclose confidential information when and where appropriate, however reasonable clear guidelines exist to safeguard information.

Impact:

Errors would impact on the efficiency of HR services in the department as well in relation to the client guidance and advice would impact throughout the branch and affect the efficiency and credibility of services.

Contacts:

Communicates with staff at all levels of the Assembly as well as external contacts in the exchange/provision of information related to HR services.

Supervision:

No supervisory responsibility.

Working Environment:

Position works on a computer, using a keyboard and a mouse and is able to walk around at will. Maybe required to sit for periods of time while conducting interviews, attending meetings or training. Position requires VMA concentration on a regular basis when reading and researching. Position works in an open office environment, Room 2420 Whitney Block.