

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 handles employee inquiries, and provide guidance on HR-related matters.
2. Assists with onboarding and orientation of new employees.
3. Coordinates employee records and ensure data accuracy.
4. Reviews and completes HR/payroll-related forms, as required, which may include new hires, contract revisions, terminations and other HR documents.
5. Compile information, research, retrieve and follow up on information/requests from other organizations internal and external, i.e. legal enquires or insurance enquires. Prepares salary confirmation letters. Maintain confidentiality of sensitive information.
6. Prepares and coordinates the completion of all documentation to appoint/terminate and process changes in employee status within strict deadlines.
7. Assist with the performance appraisal program by preparing correspondence, gathering performance appraisals, updating the database, and sending salary changes to payroll.
8. 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.
9. Participates in the coordination, organization, and scheduling of all HR training programs and initiatives.
10. Researches, prepares, coordinates, and maintains all metrics and statistical reports such as new hires, recruitment, termination, retirements, year-end statistics, and performance appraisals.
11. May be required to research, develop, and support projects and small programs as assigned.
12. Assists in the absence of an HR Consultant or other HR staff as needed.
13. Assists HR Consultants and HR management by conducting audits of program files and recommends corrective actions.
14. Provides support when needed with the creation and maintenance of employee personnel files.

15. Performs other related activities as required. Keeps up to date on related skill development to use any new technologies or processes as required. Stay updated on HR trends and best practices.

JOB REQUIREMENTS

Training/Knowledge:

- College diploma or equivalent related experience.
- Fluency in English (written and spoken) is required, with French as an asset.
- Knowledge of general HR coordinator practices and procedures, with a focus on working toward a CHRP designation, to provide a variety of administrative services and perform a broad range of HR functions.
- Proficiency in computer information systems, tools, and software applications to support ongoing HR management planning, services, and day-to-day processing of documents, letters, memos, and reports.
- Understanding of the HR branch's mandate, goals, practices, and methods, along with knowledge of the Assembly's systems, policies, and practices.
- Familiarity with recruitment and training policies, procedures, and guidelines to support HR staff in recruitment administration and training functions.
- Comprehensive knowledge of the business, operations, and structure of client groups to provide support and respond to client needs effectively.
- Strong problem-solving, conflict resolution, and analytical skills, with the ability to create detailed reports.
- Ability to multitask, prioritize tasks, and work both independently and collaboratively as part of a team.
- Adaptability to changing priorities and a flexible approach to work.
- Commitment to continuous learning and professional development.

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 assess 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 the 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 the efficiency of HR services in the department as well concerning 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 can walk around at will. May be required to sit for periods while conducting interviews, attending meetings, or training. The position requires VMA concentration regularly when reading and researching.