

Human Resources Coordinator

JOB SUMMARY:

We are an award-winning and accredited not-for-profit that helps people and improves lives through a range of programs and services, including an array of seniors and volunteer services, residential housing, employment programs, and services for children, youth and families. We offer a competitive salary and benefits package, and a rewarding, stimulating work environment.

The Human Resources Coordinator works in accordance with the mission, vision and values of Beacon Community Services. This full-time position will report to the Director, Finance and Administration, and will be responsible for the onboarding process, maintaining policies and procedures and providing support to all program Directors.

DUTIES AND RESPONSIBILITIES:

- Collaborate with the Director of Finance and Administration to determine and define hiring processes and recruitment strategies providing standardization throughout the organization.
- Ensure the hiring process aligns with legal and collective agreement requirements and organizational policies.
- Management of all posting requests and applications/resumes.
- Responsible for producing and tracking all employment letters in alignment with time considerations and ensuring ongoing maintenance of personnel files.
- Maintain position control database and relevant corresponding documentation.
- Perform exit interviews and provide quarterly and annual statistics for senior management.
- Compile and provide all metrics relevant to position as needed including management of Statistics Canada requests.
- Participate in the safety program as required.
- Coordinate and/or support employment and work experience practicums throughout all community program departments as needed.
- Participate in continued review and updating of the Policies and Procedures Manual.
- Assist in the process of granting new employee accesses (intranet, email, voicemail, etc.)
- Lead or assist with HR projects and priorities identified through annual operating plan and goal setting process.
- Support all operational departments on human resources related matters.

- Perform other relevant duties as assigned.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Completion of a two year post-secondary diploma in Human Resource management from a college, technical school or university or a combination of education and experience
- Minimum of two years recent related experience
- Proficiency in using various computer software including MS Office (Word, Excel, PowerPoint)
- Working knowledge of office administrative processes
- Ability to work independently and/or as a member of a team
- Physical ability to carry out all duties of the position
- Clear Police Criminal Record Check

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to build and maintain relationships with focus on teamwork and collaboration
- Ability to communicate clearly and effectively, both verbally and in writing
- Focus on excellent client service (both internal and external)
- Process-oriented with strong analytical and problem-solving skills
- Ability to organize work and manage priorities with a positive and professional attitude

WE LIVE SAFETY!

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations.

APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position number **2020-081**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.