

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	HUMAN RESOURCES COORDINATOR
JOB NUMBER	4066
NUMBER OF POSITION/S	1
NOC CODE	1121
CLOSING DATE	2021-10-23
LOCATION	St. James-Assiniboia
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	TBD
WAGE DETAILS	Wage is negotiable with Employer
JOB TERMS	Full time
JOB DESCRIPTION	<p>As our Human Resources Coordinator (HRC) you will gain valuable, hands-on experiences that continues to build on our award-winning culture. Our HRC is an ambassador to the business and our culture. Our HRC will be responsible for providing daily administrative and project level support in all the exciting areas, we as HR professionals love, such as Recruitment, Orientations, Data Management, Rewards & Recognition, Health & Wellness, to name a few. This is a rewarding role that will offer plenty of professional development and advancement for someone who is self-motivated, has a passion for service excellence, and is driven to be successful.</p> <p>Do you crave being part of a dynamic, diverse, and collaborative team? Do you have a creative edge and energy that you can't wait to share? Do you love getting your ideas on the table and finding ways to make something better? If you love problem solving and doing what it takes to get the job done well then this could be the opportunity for you.</p>
JOB DUTIES	<p>Key Responsibilities:</p> <p>Recruitment : Our HR Coordinators get plenty of opportunities to practice their recruiting chops and grow their experiences. As our HR Coordinator, you will support the HR Advisors and Talent Acquisition Specialist by completing reference checking. You will also have a chance to exercise your creative mind by creating job postings and screening candidates and provide best recommendations to our hiring managers and move the candidate through our recruitment process. If you love connecting with people, this role will take you to career fairs and various events so you can practice your sourcing and relationship building.</p> <p>Orientation : Our HR Coordinators set the tone and experience for each new</p>

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<p>JOB DUTIES</p>	<p>team member coming through Employer's front doors. You will be responsible to plan, schedule, and host weekly orientations sessions along with coordinating all the administrative requirements to ensure their experience is positive, engaging, and memorable. You will also be responsible for following up on learning progress and collecting valuable feedback at pre-set timelines to ensure their needs are being met and they are set up for success.</p> <p>Data Management : Data integrity is key and comes from meticulous attention to detail. Our HR Coordinators act as our data gatekeepers and ensures that all employee data is entered, actioned, and stored accurately and on-time. You will be developed into one of our Subject Matter Experts and assist leaders and employees with Workday (HRIS) activities and queries.</p> <p>Rewards & Recognition : Our HR Coordinators are our Rewards & Recognition ambassadors and support any special promotional events or activities as required. Whether it is our Corporate Awards or Years of Service, your coordinating, time management, and tracking will be essential for the successful and timely flow of rewarding our most important asset our people!</p> <p>Health & Wellness : Supporting the entire HR team, our HR Coordinators help promote and facilitate healthy and active living at Employer by supporting various initiatives, communications, events, and internal campaigns.</p> <p>Employee Benefits and Disability Support : Our HR Coordinators provide exceptional customer service and are seen as a main resource to provide guidance and respond to general questions, including employee benefits and disability claim information. This role has a close link to our Disability & Benefits Coordinator by supporting the process of claims and changes to benefits.</p>
<p>QUALIFICATIONS, REQUIREMENTS & SKILLS</p>	<p>1-2 years of experience working in a similar HR role using a sophisticated HRMS tool, preferably Workday</p> <p>Excellent interpersonal, organizational, communication (both written & oral), multi-tasking and time-management skills</p> <p>Meticulous attention to detail</p> <p>A high level of initiative with a "can-do" attitude</p> <p>Strong focus on providing exceptional customer service</p> <p>A track record of exercising professionalism and confidentiality at all times</p> <p>Flexibility and adaptability to frequently changing priorities and deadlines</p> <p>Strong problem-solving abilities</p> <p>Works well in a fast-paced, high volume environment</p> <p>Excellent MS Office Suite skills are required</p>
<p>APPLICATION PROCESS</p>	<p>Send targeted resume</p> <p>Apply through your CC</p>
<p>APPLICATION DETAILS</p>	<p>Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicate the job number and the title in your application.</p>
<p>JD</p>	<p>Mansi Trivedi</p>