

Administration: Human Resource Coordinator

The Human Resource Coordinator contributes to the overall success of the organization by effectively coordinating staff training, supports and initiatives within the Human Resource department.

The Human Resource Coordinator reports to the Human Resource Director.

The Human Resource Coordinator is Responsible for the following:

- Oversee, coordinate and develop the Training and Development program at the agency.
- Effectively coordinate and communicate training activities & events (e.g., New Hire Orientation, Training Classes, etc.) while creating a trainee focused learning environment.
- Oversee the administration of employee training, orientation and development ensuring staff maintain up to date certifications as required.
- Assist with the recruitment and selection process ensuring the staffing needs are satisfied as per funding arrangements.
- Oversee the onboarding of new employees, ensuring effective and efficient transfer of employee information appropriate departments.
- Perform orientations, onboarding, and update records with new hires
- Oversee personnel files: ensuring the agency is in compliance with provincial and other associated regulations.
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met
- Oversee, develop and manage our agency employee engagement initiatives including our Milestone & Recognition program.
- Oversee the administration of our Motivation meeting process to ensure timely employee evaluations occur as required.
- Oversee the Casual Team to ensure they are being developed and managed effectively and efficiently.
- Be part of the Workplace Health and Safety committee.
- Actively pursue positive relationships with front line staff and people supported.
- Communication – excellent communication skills are required for this position. You must be able to communicate in a professional, timely and efficient manner with all members of the team.
- Administration skills are a priority for this role. It is imperative this person is able to master all computer programs and be able to complete administrative tasks in a timely and efficient manner.
- Working collaboratively with team members and other stakeholders
- High work standards including fast paced environment, strong attention to detail, strong time management skills, organization.
- High degree of professionalism including maintaining boundaries, confidentiality, and respectful workplace.
- Administrative skills are a priority for this role. Competency with computer programs and the ability to complete administrative tasks in a timely and efficient manner are critical.

Qualifications (preferred and required):

- Degree or diploma in HR or related field.
- General understanding of HR functions and best practices.
- Background in training adults or training in on-the-job-training.
- Discretion and judgment to handle confidential and sensitive information is a must
- Experience working within the social service field preferred



- 3 – 5 years leadership and/or supervisory experience; ability to supervise a large team
 - Combine strong interpersonal skills with analytical problem-solving abilities
 - Be self-directed, goal-oriented, and able to manage time and priorities
 - Demonstrated language, writing, comprehension skills
 - Strong problem-solving skills
 - Proficiency in use of computer
 - Safe & reliable vehicle, proof of insurance & satisfactory drivers abstracts (preferred)
 - Must have and maintain a Full Class 5 Manitoba Driver's License (preferred)
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- Ability to work collaboratively with and support other team members and partners to advance shared goals and projects, comfortable working in a context of collaborative and shared leadership.

Due to the personal and sensitive nature of this position successful applicants will be asked to provide an original Criminal Record Check with Vulnerable Sector Search, and an original clear Adult Abuse Registry Check and Child Abuse Registry Check Prior to starting employment.

Compensation & Benefits:

The Human Resource Coordinator's wage starts at \$24.00 an hour.

Simaril offers a generous benefits package that includes medical, dental, vision care, pension, and paid time off.

Hours and Working Conditions:

This is a full-time position consisting of flexible standard hours of work centered around 8:30 am – 4:30 pm Monday to Friday. This position may be required to work some overtime hours, with paid compensation, for special events or projects

This position will have a combination of working in a fast-paced office and sedentary duties.

How to Apply:

- All interested applicants are asked to send a cover letter, their current resume. Your cover letter should demonstrate how you feel you could be successful with this role
- All communication relating to the process, including email correspondence and telephone conversations, may be used in the assessment of qualifications.

Applications will be accepted by Fax (204) 256-5076, or email to hr@simaril.ca until the closing date of the posting.

We thank all those that apply however, we will only be contacting those that demonstrate that they meet or exceed the expectations of the role.

This competition will be closed once a suitable candidate has been secured.