

JOB POSTING
HR Coordinator
(Full time, Permanent)

Better Living Health and Community Services is seeking an energetic, collaborative and motivated individual to join our team as HR Coordinator. This position is involved in all aspects of the HR program including the recruitment cycle, training and development, leaves/claims management, and labour relations. If you are an experienced HR professional looking for a new opportunity then this job is for you!

In exchange for your time, talent and skills, we will offer you the opportunity to become part of our dynamic organization where you will gain broad job exposure and be rewarded for your initiative and innovation. Apply today and become the newest member of our team!

The successful candidate for this position must have the following qualifications:

- Completion of college or university
- Diploma in Human Resources management
- A minimum of two years related work experience, preferably in a non-profit organization
- Experience working in a unionized environment an asset
- CHRP or willingness to achieve designation
- Working knowledge of Employment Standards Act, Human Rights Code, WSIB, Occupational Health and Safety Act, and other employment laws and/or standards in Ontario
- Experience with payroll an asset
- Successful completion of *Vulnerable Sector Screening* within one month of employment

The successful candidate(s) for this position must be able to:

- Recruit new employees including job postings, screening resumes, conducting interviews
- Onboard new employees
- Develop and conduct training sessions
- Manage online learning platform
- Coordinate employee leaves/claims including correspondence, documentation and return to work follow-up
- Plan and execute staff recognition activities
- Compile HR department statistics including training records, incident reports and annual compliance requirements
- Assist with labour relations activities including ensuring compliance with the collective agreements and grievance resolution
- Supervise placement students and volunteers as required
- Maintain up-to-date employee files
- Manage multiple workplace demands through strong organizational, prioritization and time management skills
- Possess excellent interpersonal skills
- Demonstrate strong written and verbal communication skills and excellent interpersonal skills
- Exercise judgement, diplomacy and discretion
- Have the flexibility to travel to multiple work locations as needed

Salary: commensurate with experience

Please email or fax your cover letter and resume to Human Resources by at 5:00pm:

E-mail: hr@betterlivinghealth.org

Fax: 416-510-1104

Please quote "**HR Coordinator**" on the cover letter and e-mail subject line.

Resume will be reviewed until suitable candidate is found.

As per the Ministry of Health's Directive #6, Better Living has established a mandatory vaccine policy. In order to be considered for an interview candidates must demonstrate that they are fully vaccinated, are in the process of being vaccinated, or have a substantiated medical or religious reason why they cannot be vaccinated.

Better Living is an equal opportunity employer and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes however only those granted an interview will be contacted. No phone calls, please. Thank you.