Job Description – Human Resources Coordinator

Division: Human Resources
Reporting to: Manager, Human Resources
Career Level: Staff
Pay Type: Salaried

Job Overview
The Human Resources Coordinator is responsible for providing exceptional administrative support, administers internal and external recruitment activities and is an active member of a dedicated Human Resources team that brings life to the Human Resources Business Plan.

Role
In the role, you will:

- Proudly provide administrative and project support to the HR team; predominately focusing on continuous maintenance, integrity, and accuracy of electronic personnel files
- Confidently act as the first point of contact for internal and external recruitment initiatives and conduct full cycle recruitment which includes but is not limited to posting, gathering applications, pre-screening, conduct testing and/or interviewing and award positions
- Expertly manage all employee movement within an unionized and non-union environment and providing strategic advice regarding future movement and implications to business partners
- Effortlessly foster and maintain a high degree of trust within the relationships you build through the trademark service you provide while meeting the needs of our clients
- Take the lead on creating a candidate pipeline and maintain relationships that keep FirstOntario as an employer of choice
- Accurately prepare and present employment offers to candidates and maintain all documentation throughout the hiring and onboarding process
- Remain detail orientated when assisting in the processing of new hires, promotions, transfers, and employee terminations, when required
- Work closely with Payroll, Benefits, and Training in regards to staffing changes to provide seamless transitions for new and existing employees
- Take the lead in coordinating HR related meetings, lunches, and initiatives to provide a “WOW” experience
- Welcome all new hires with an exceptional onboarding experience
- Meticulously provide support, administrative or otherwise, to your clients
- Enjoy staying ahead of the curve when it comes to Human Resources trends and best practices
- Deliver support to the HRIS project and maintain system information, as well as generate reports as required to identify Human Resource metrics and initiatives
- Other duties and projects as assigned

As a team member, you will:

- Be the epitome of a team player who jumps at the opportunity to lend a hand to their colleagues
- From a distance, make a difference in the lives of our members by helping our team members make members’ financial dreams come true
- Exude your upbeat energy and enthusiasm each and every day
- Align your values with the Mission, Vision and Values of FirstOntario
- Be a role model for FirstOntario’s organizational culture by creating a positive impact at every touchpoint with people, with every word you say or put in print and everything you do
- Communicate in a fashion that is respectful and well understood
• Actively participate in community events as part of FirstOntario’s overall commitment to Corporate Social Responsibility
• Collaborate with your peers and stakeholders to add to the collective innovative thinking that can drive new business ideas for FirstOntario
• Utilize Lean methodology to streamline work processes and realize cost and resource efficiencies
• Be a change leader as FirstOntario continues to adapt to new and exciting ways of delivering business services
• Be an advocate for employee health and wellness and help ensure we meet our obligations within the OH&SA and other legislation to ensure the safety of self and others
• Perform other duties we may need you to do

**Required Skills**

**Within your skills and qualifications, you will...**

• Have a post-secondary diploma or degree in a field related to Human Resources Management or an equivalent combination of education and experience
• Be a dynamic Certified Human Resources Professional (CHRP) and Member in Good Standing with the Human Resources Professionals Association (HRPA), or actively pursuing your designation
• Have some HR experience in a generalist capacity with a focus on recruitment or administration and a passion for this amazing field of work
• Have experience assessing and identifying needs of others, and being solutions focused
• Possess an understanding of unionized work environment and ability to work within collective bargaining agreements
• Have strong candidate sourcing abilities through digital and non-digital channels
• Have some knowledge, and an interest in HR and ESA legislative requirements and have an interest in following field case law
• Revel in the opportunity to assist in finding the right people who will contribute to our success
• Be innately detail-oriented and overly organized in the way you work
• Enjoy a challenge in regards to complex HR issues and be creative in the way you find solutions
• Embrace a flexible work style to the point you enjoy having multiple things on the go
• Appreciate the value of an open and collaborative work environment and the resulting knowledge sharing
• Have the flexibility to travel within our extensive branch network when required
• Be a true team player, demonstrating an overly positive attitude
• Appreciate the need to work independently while supporting team members and organizational objectives
• Be quick to respond to requests for service from all of your clients and teammates
• Genuinely care about people
• Take accountability and inherently demonstrate a high level of integrity and be trustworthy
• Be more than approachable with your superior interpersonal skills
• Innately demonstrate superior written and verbal communication skills
• Use your courage to take action in difficult and challenging situations and deal with uncertainty
• Do the right things for the right reasons
• Be aware of and mitigate enterprise risk factors and ensure compliance with applicable regulations, legislation and FirstOntario policies and procedures
• Be extremely comfortable using a computer particularly MS Office
• Embrace the philosophy of lifelong learning
• Sincerely show in every aspect of what you do that you are a great employee and dedicated team member of the fastest growing Credit Union in Canada

*Accommodations for persons with disabilities are available upon request during the application process.*