

Employment Opportunity

Human Resources Coordinator

- Contract; Parental Leave Assistance
- 14 month placement
- Starting April 2018
- Full Time; 37.5 hours/wk
- Mon – Fri flexible work schedule
- Downtown office
- Extended Health Benefits
- Optional HOOPP Participation
- Optional Goodlife Membership
- Competitive Salary
- Paid Vacation
- Positive Space Employer



Supported remotely by the Human Resources Manager, we are seeking assistance from a **Human Resources Coordinator** to support our leadership team in the interpretation and administration of policies and best practices.

Broadly, this role will maintain the time and attendance software, support hiring manager's recruitment efforts, liaise with finance and payroll, oversee onboarding and off boarding of staff and provide support and resources to staff and managers in all matters of employment. Ensuring organizational compliance with relevant legislation and internal policies requires ongoing communication, program maintenance and diligence.

As a member of the Operations Team, this role works frequently with Data, Project and Finance leaders to provide the best experience for Program Managers and their staff. Reporting to the Human Resources Manager, you will have frequent interactions with the Director team and reporting duties to the Board.

This role is ideally suited for someone preparing to move into the management of Human Resources, as it provides the opportunity to lead a department independently, while supported by sound processes and remote supervision.

What we're looking for

- Relevant undergraduate degree or diploma from a recognized post-secondary institution;
- In possession or pursuit of the CHRP designation, in good standing with the HRPAA;
- Experience within the administration of Human Resources, including benefits administration, staff transitions and recruiting;
- Experience advising others based on the Employment Standards Act, Human Rights Legislation, Pay Equity Act and policy interaction in a non-union environment;
- Ability to coordinate competing projects and department needs through collaboration and successful work planning techniques;
- Excellent communication and presentation skills with strong attention to detail, French language skills are a strong asset;
- Ability to effectively manage difficult situations with respect, sensitivity and confidentiality.

How to Apply

Qualified applicants are encouraged to apply for this position by forwarding a resume by **February 20 2018** to:

Mail: 659 Dundas Street, London, Ontario, N5W 2Z1

Email: jobposting@lihc.on.ca

Fax: (519) 642-1532

Should you require accommodation in making an application please contact our office. We thank all applicants for their interest, only those selected will be contacted.

To learn more about the Health Centre visit us online at www.lihc.on.ca, follow us on Twitter @HealthCentre or like us on Facebook – London InterCommunity Health Centre.