



## **Human Resources Coordinator** **Full-time**

### **POSITION SUMMARY**

Villa Charities Inc. is currently seeking a Human Resources Coordinator to provide support to the Human Resources department in the areas of administration, recruitment, on-boarding, health & safety, policy development, accreditation, volunteer programs, and learning & development.

### **KEY RESPONSIBILITIES:**

#### **Human Resources**

- Recruitment, Selection and Hiring: creates job descriptions and postings, posts vacancies, conducts reference checks, prepares hiring documents and tracks critical dates.
- On-boarding and Off-boarding: oversees the on-boarding of new employees; conducts orientation sessions on HR matters and arranges other orientation sessions; ensures employees take appropriate training; coordination of online access to ADP WFN and time & attendance; conducts exit interviews with departing employees.
- Health and Safety: Assists with updating the Joint Health and Safety committee boards to ensure compliance; an active member on the JHSC; completes safety report tracking, ensure monthly site inspection are completed; ensures incidents reports are completed and Form 7 submitted to WSIB.
- Employee benefits: Enrolls eligible employees into the group health/dental/insurance plans; ensures enrollment for athletic membership.
- Policies and Procedures: Reviews current policies and procedures to ensure compliance with current legislation and best practices; provides recommendation for policy updates.
- Employee Satisfaction: Assists with Employee Engagement Survey administration and follow up action plans.
- Employee Relations: Responds to in person, telephone, and email inquiries to provide employees with general information on corporate policies and procedures.
- HRIS Systems Update: Recommend, develop, and maintain human resource data bases, computer software (ADP Workforce Now) systems, and manual filing systems.
- Other related responsibilities as required.

#### **Accreditation Project**

- Assisting with the preparation of documents for accreditation submission; this involves close collaboration with senior team and directors.
- Rapidly build up knowledge of accreditation requirements, from information supplied by accreditation body.
- Assist with developing the volunteer program.

### **WHAT YOU NEED TO SUCCEED:**

- A diploma or degree in Human Resources Management with at least 2-3 years experience
- CHRP Designation an asset
- Knowledge of employment law and best practices
- Strong communication skills, both written and verbal; ability to collaborate with team
- Strong organizing, planning and implementing skills; ability to multi-task and maintain confidentiality
- Exceptional commitment to customer service, highly proactive and accountable, with a strong sense of urgency.
- Previous experience working with ADP Workforce Now will be an asset.

### **COMPENSATION AND OTHER BENEFITS:**

Villa Charities Inc. offers a competitive salary and a comprehensive benefits package including a free gym/health club membership (on-campus), and much more.

If you are interested in an opportunity to make a difference and a lasting impact, work with an agile, collaborative, progressive, and high-performing team; **please forward your resume and cover letter to:** Human Resources by email to: [careers@villacharities.com](mailto:careers@villacharities.com).

**\*\*With the current COVID-19 government restrictions, we are currently working remotely.**

***We thank all applicants for their interest. Only those selected for an interview will be contacted.***

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Villa Charities' policies, a request for accommodation will be accepted as part of Villa Charities' hiring process. To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to Human Resources to support your request for accommodation.