

HR Coordinator

Job Overview

This is a dream job for an aspiring HR Professional. Reporting to the Operations Manager, you will have an immediate impact on the success of this highly respected service industry player and have the opportunity to grow with the company into more senior HR responsibilities over time. The successful candidate will bring to the position a solid background in hourly workforce recruitment as well as a general understanding of Health and Safety. You are business oriented and understand the contribution that Human Resources makes to the achievement of business goals.

Key Responsibilities

Recruitment

- . Identify and develop the most productive sources of high quality candidates
- . Manage the company's Employee Referral Program
- . Design and place advertising when appropriate
- . Pre-screen applications, schedule interviews and refer finalist candidates to Operations
- . Take up references
- . Make job offers
- . Provide orientation for new employees

Training

- . Design and administer all training programs for hourly employees including training on:
 - o Equipment
 - o Product knowledge
 - o WHMIS
 - o Chemicals
- . Maintain employee training records
- . Evaluate training results and provide certificates for successful completion

Health and Safety

- . Develop recommendations to improve overall health & safety operations
- . Collect and disseminate health & safety information including legal requirements
- . Develop procedures for identifying hazards, for example, procedures for workplace inspections
- . Ensure that there is an effective fire protection program, direct fire prevention activities and fire drills, and inspect fire protection equipment and facilities
- . Arrange for the selection, testing, repair and maintenance of all types of safety devices and personal protective equipment
- . Ensure that a proper accident investigation procedure is in place and working
- . Liaise with federal and provincial authorities and with organizations such as IAPA
- . Control master copies of M.S.D.S; prepare alphabetical account and expiry lists for all M.S.D.S; prepare and distribute copies for supervisors' clients

Administration

- . Maintain Company Human Resources Policy Manual and respond to questions on policy from employees
- . Ensure that the Employee Handbook is up to date and provided to all employees on hire
- . Become familiar with TwoGreySuits HR Power Centre and use as a resource tool for the Company's HR function

Education, Experience and Technical Skills

- . University or equivalent degree and 1-3 years experience in the HR Function with emphasis on hourly recruitment
- . Completed or working towards C.H.R.P. designation

Required Soft Skills & Competencies

- . Highly organized, an effective manager of time and resources
- . Process oriented
- . Strong verbal and written communication skills
- . Sense of urgency
- . Ability to relate to people at all levels of the organization
- . Leadership by example
- . Results orientation

Our client's track record in the service industry is one of growth and customer satisfaction since 1952. They are ISO 9001:2000 certified indicating their commitment to providing customers with consistently high quality service and continual improvement. Employee benefits include medical, dental, life insurance, short and long term disability and an employee assistance program.

Compensation is commensurate with experience and includes bonus opportunity and car allowance. Location is west GTA. The hiring process will move very quickly. Please apply on line, in strict confidence, indicating your salary expectations, and you will be contacted ***immediately*** if your background closely matches the requirements as stipulated in this posting. We thank everyone for applying.

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