

HR Coordinator Job Ad

Human Resources Coordinator

Beta-Calco is seeking a Human Resources Coordinator to join its team. We are a fast growing manufacturer of high quality, performance, architectural/commercial lighting products. With customer focused technology, exceptional after sales service, a twenty year track record of constant product innovation and vertically integrated manufacturing in Toronto, we continue to execute our growth strategy. We are a third generation family owned business with a modern, flat organizational structure offering solid opportunities for career advancement.

To Apply

Please send a copy of your resume to hr@betacalco.com and complete our personality survey:

<https://apply.wonscore.io/DW32ZV/Beta-Calco>

Reporting to the C.O.O., the HR Coordinator has a crucial role in coordinating recruitment, overseeing the performance management and HRIS systems and ensuring that all processes are in accordance with legislative standards. You will also manage the company's benefits plan and oversee issues related to employment, training, compensation and employee relations, focusing on improving HR policies and practices. You will also be responsible for maintaining employee records and providing administrative support as required, and will take an active role in the Health and Safety Committee.

Essential Duties and Responsibilities:

- Facilitate Beta-Calco's human resources processes and ensure the effective utilization of plans related to HR programs and services.
- Assist the Health & Safety Committee to administer employee health and safety plans and educate employees on company policies.
- Act as a liaison between Beta-Calco's employees and insurance providers and assist in resolving benefits-related problems.
- Assist management in the full hiring process, including posting ads, interviews, verifying work-history and references, and onboarding.
- Develop and maintain relationships with college and university placement offices.
- Preparing new employee files, collecting all relevant employee information and ensuring background and reference checks are completed.
- Conduct orientation and onboarding for new employees
- Coordinate with department managers and supervisors to assess the training needs of their employees and to assist in finding or developing programs that match these needs.
- Serve as a point person for all new and existing employee questions and requests.
- Coordinate and oversee the implementation of Beta-Calco's performance management review system and assist supervisors and managers in performance review procedures.
- Execute all employee termination and offboarding procedures, including advising employees on their rights and any benefits they are entitled to.
- Maintain current HR files and databases updating and maintaining employee benefits, employment status, and similar records.
- Maintain records related to grievances, performance reviews, and disciplinary actions.
- Perform employee file checks to ensure that all required employee documentation is collected and maintained.
- Ensure vacation and sick time are tracked in the ADP system and facilitate resolutions to any payroll errors.
- Assist in ad-hoc HR projects, like collection of employee feedback.
- Foster positive employee relations and work to solve any employee issues that surface.
- Abide by company-enforced HR processes and current employment laws and regulations.

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- Support other HR functions as assigned

Skills, Experience and Qualifications:

- High school diploma or GED equivalent required.
- Undergraduate degree or post-secondary diploma in human resources or related field.
- Obtained or working towards CHRP designation.
- 2+ years of relevant experience in a Human Resources field.
- Strong skills using Microsoft Office, Google Suite and other HR information & payroll systems.
- In-depth understanding of recruitment tools such as resume databases and online communities.
- Familiarity with social media recruiting, such as LinkedIn.
- Willing to take initiative and work independently when needed.
- Personable and positive demeanor. Enjoys working with a diverse range of individuals and ensures employee requirements and needs are met first.
- Professional integrity and sense of responsibility and accountability with the ability to handle data with a high degree of confidentiality.
- Strong communication skills, both oral and written.
- Excellent collaborator and attentive listener with strong interpersonal skills.
- Able to work well in a fast paced and evolving environment handling stressful situations.
- Good organizational and time management skills.
- Strong decision-making and problem solving skills with high attention to detail.
- Must be dependable, able to follow instructions, respond to management direction, and able to improve performance through management feedback.

Salary Range: Dependent on experience

To discover more about us please visit our website: betacalco.com

We thank all applicants, but only those selected for an interview will be contacted