Human Resources Coordinator

Summary

Regional Human Resources Coordinator is responsible to coordinate Human Resource activities. These activities include orientation of new employees, coordinating training and professional development activities and other HR tasks.

Responsibilities

- Manage the delivery of training and development program.
- Identifying training and development needs within the organization.
- Designing and expanding training and development programs based on the needs of the organization.
- Devising individual learning plans
- Assistance in writing and maintaining a job description for each position at TESC.
- Track manpower changes, and absenteeism database.
- Develop and implement training program, including both management and employees, ensuring appropriateness and effectiveness of training curriculum vis-à-vis the applicable roles.
- Manage the Performance Evaluation Program, including providing training and counselling to managers as required.
- In conjunction with PEP, develop a career development program.
- Administration of company bonus plan, including providing assistance in regards to any questions employees may have.
- Assist in managing the group benefits program, the pension plan and the employee assistance program.
- Monitor, measure and report on training courses delivered and make improvements when needed.
- Maintain up to date training matrix for all staff. Search for outdated training records on a monthly basis.
- Assist the Corporate HR manager in writing company policies, procedures and programs
- Assist the Corporate HR manager in Human Rights issues, employment related claims, employee discipline and terminations.

Job Specifications

- Must have a University Degree or College diploma in Human Resources.
- Minimum of 3 to 5 years of related experience.
- Demonstrated knowledge of employment related legislation and regulations.
- Must have a high regard for confidentiality.
- Ability to develop training courses and train employees.
- Must be proficient with MS Office and other HR software.

- Work with minimum supervision and prioritize work.
- Work well under pressure and able to meet tight deadlines.
- Must work well with others and is a team player.
- Must possess superior verbal and written communication skills.

Location: Sudbury, ON

Term: Full-time, Permanent

How to apply: Please email resume to **employment@tesc.com** and use “HR Coordinator” in subject line.