



Job Title:	Human Resources Coordinator		
Reports To:	Director – Development and Training	Direct Reports:	0
Branch/Location:	Elmira		
Purpose of Position:			
<p>Our people are what sets us apart at Horst, but we want to do even more to enable and advance the good team we already have. The Human Resources Coordinator helps management promote a positive and productive work atmosphere by coordinating key HR activities of the Company. Assists with execution and implementation of strategic HR initiatives as directed by Management.</p>			
Essential Functions and Duties:			
<ul style="list-style-type: none"> • Supports management to promote positive employee relationships and a productive workforce. Conducts research and attends training to make recommendations to help the company navigate evolving employment law. Provides recommendations to management for legally compliant policies and provides risk analyses as requested. Coordinates with legal as directed. • Perform and complete an objective full cycle recruitment and selection process including but not limited to, create/update job descriptions, create job advertisements, pre-screen applicants, create job specific interview questions, schedule interviews, conduct interviews, conduct reference checks, prepare employment agreements and conduct onboarding. • Coordinate the documentation and communication of all key records in employees’ life cycle including onboarding, employment agreements, disciplinary action, job information, promotions, demotions, leaves of absence, pay adjustments, performance reviews, layoffs, recalls, termination and so on. Maintains employee files and records per the law and company policy. • Coordinate the annual performance review process with managers and supervisors; distributing forms, filing and educating for proper use and completion. • Maintain existing Human Resources Policies. Assist with development and implementation of new/revised human resources policies and procedures. Performs research and makes recommendations based on changes in the legal landscape. Provides guidance and interpretation of employment law and HR policies for staff and management. • Performs job analysis, including the maintenance and creation of job descriptions. Attends work locations and job shadow to collect job information. • Assist with investigations related to confidential human resources matters including harassment and bullying. Provides findings to management. • Work with management and supervisors on return to work matters for non-occupational illness and injuries (STD, LTD) and create accommodation plans for healthy return to work. • Prepares human resources reports as requested, including attendance management reports. • Coordinates the company’s service recognition program. • Other administrative duties including but not limited to filling, setting up meetings, reconciling invoices, setting up social events, and sending out announcements/acknowledgements. • Supports workforce planning and succession planning programs, updating reports and documents, coordinating and tracking training and development. • Undertake special projects and perform other duties as may be assigned in accordance with corporate objectives. 			

Qualifications and Skills:

- College Diploma in business administration, human resources or related discipline is required; CHRP and/or CHRL designation may be beneficial.
- Minimum two years' experience in a human resources position.
- Thorough knowledge of human resources principles and practices, employment legislation and health and safety principles and practices including applicable legislation/regulations; particularly: Ontario Employment Standards Act, Human Rights Code, Occupational Health & Safety Act, WSIB, PIPEDA.
- Strong communication (written, oral and interpersonal), analytical, problem-solving, and organizational skills.
- Advanced knowledge of Microsoft Office products.
- Ability to demonstrate tact and discretion in handling of confidential matters.
- Experience working in a construction, manufacturing, industrial or engineering environment, considered an asset.