Parkinson Canada

Career Opportunity

Human Resources Coordinator (Full Time)

Parkinson Canada, Toronto, ON

Our Mission
Parkinson Canada is the national voice of Canadians living with Parkinson's. Our purpose is to ease the burden and find a cure through, research, education, support services, and advocacy.

What We Need:
The Human Resources Coordinator is responsible for providing human resources support to the Director, Operations and Administration and to staff across Canada in the areas of recruitment and retention, health and safety, benefits and compensation, performance management and policy development. The successful candidate will have superior communication, customer service and interpersonal skills, high technical aptitude and strong attention to detail. A self-starter with a "can do" attitude, the successful candidate will be able to prioritize multiple projects and meet deadlines.

Major Responsibilities:

- Assist with the recruitment and selection process (prepare and post job ads, screen CV's, pre-screen candidates, coordinate interviews, participate in interviews as required, conduct reference/background checks, prepare offer letters, process paperwork, etc.).
- Provide orientation to new employees and ensure all new hire paperwork is completed.
- Administer employee benefit programs to staff, including communication of new initiatives, handling all related inquiries, monitoring enrolment and termination processes.
- Review existing human resources policies and draft new policies as required.
- Coordinate staff appreciation events as required.
- Support the performance review process.
- Maintain all HR files – both soft and hard copies.
- Maintain / update HRIS system, online performance management system and HR intranet site (SharePoint)
- Fulfil tracking/reporting requirements for employees (vacation, sick-time, anniversary dates, etc.).
- Conduct annual HR Audit of files.
- Prepare paperwork for payroll processing and approval by Manager.
- Research training and development opportunities for staff and maintain appropriate training records.
- Prepare and distribute employee feedback surveys as required.
- Member of the Joint Health and Safety Committee.
- Organize temporary agency replacements for staff as required.
- Handle all confidential information with discretion and sensitivity.

Qualifications:

- Post-secondary diploma or degree in Human Resources.
- Minimum of 2 years of HR experience, preferably in the not for profit sector.
- CHRP designation an asset.
- Knowledge or provincial and federal employment legislation.
- Solid computer skills and proficiency in relevant Microsoft Office suite; experience with ABRA HRMS system; Sprigg online performance management system; and SharePoint an asset.
- Strong analytical skills and demonstrated accuracy and attention to detail.

- Ability to multitask, manage multiple deadlines and be flexible to changing priorities.
- Proactive person who demonstrates good judgment.
- High integrity, ability to be confidential and deal with sensitive information in a professional manner.
- Excellent interpersonal and communication skills.
- Bilingualism (French and English) is an asset.

If you are interested in joining a team that makes a tremendous difference in the lives of Canadians living with Parkinson's, please send your resume stating salary expectations by 4:00 p.m. on Wednesday, March 16, 2016.

Parkinson Canada
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Please quote Reference #HRC-0316

Parkinson Canada is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. Parkinson Canada will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. We thank all candidates for their interest, however, only those selected for interviews will be contacted. Please indicate accommodations as required if contacted.