



Job Opening: Junior Human Resources Coordinator

Type of position: Full time
Group: Administration
Posting End Date: August 30, 2010
Estimated Start Date: September 2010

Description:

The main function of the Junior Human Resources Coordinator is to facilitate the day-to-day HR functions of eConcordia.

Qualified candidates have a proven ability to multi-task, prioritize and organize responsibilities. Candidates should be proficient in all basic HR functions including sourcing, selection, recruitment and have a working knowledge of Federal and Provincial employment laws.

Major Responsibilities Include:

1. Participates in the sourcing, selection, and recruitment of qualified candidates:
 - Drafts job openings based on job profiles and sends them to Translation Services; revises English and French texts before finalizing the posting.
 - Posts positions on external sites in compliance with approved sourcing strategy.
 - Reviews CVs, identifying candidates who meet education, experience, and other requirements; distributes/forwards CVs to Supervisors.
 - Prepares transmittal letters to hiring departments informing them of the applications received and identifying eligible candidates.
 - Communicate with candidates to phone screen or to set-up interviews.
 - Participates in selection interviews; prepares behaviour-based interview questions/guides for the selection committee members.
 - Administers language and computer tests and acts as a co-evaluator during the administration of oral interaction language tests when required.
 - Communicate with candidates after interview.
2. Schedules, coordinates, and delivers new hire orientation sessions and prepares information packages including contractual documents and employee manual.
3. Monitors probation evaluations; follows up with supervisors when necessary.
4. Revises correspondence and forms in French and in English for the unit.
5. Remain knowledgeable, ensure compliance with and answer general inquires with regard to company policies, procedures and programs which govern employees, including but not limited to; Employee Handbook .
6. Remain knowledgeable on HR functions and both Federal and Provincial employment laws.
7. Develop, promote, and executive quarterly community outreach activities.

8. Develop an improved new hire orientation process to include company history, product awareness and corporate/ local executive management identification.
9. Maintain Open Hire database with job applicants, job descriptions, uploading material, updating as necessary and/or in accordance with law.
10. Responsible for distribution of monthly Time & Attendance reports to all Department Heads.
11. Perform other work related duties and special projects as assigned.
12. Attend career fairs and represent the company for recruiting purposes.

Decision Making

1. Analyses data to decide whether candidates meet job requirements.
2. When acting as co-evaluator during tests, assesses the levels of proficiency in spoken and written English and French.
3. Handles all logistics for the preparation of training sessions.
4. Determines the need to bring problematic situations related to probation or trial period to the attention of Supervisors.
5. Responds to inquiries related to Employment.

Qualifications and Skills:

Candidates should possess the following skills and aptitudes:

- Ability to maintain confidentiality and professionalism.
- Excellent interpersonal, communication, and organizational skills; ability to set priorities and to multitask.
- Developed critical thinking and problem-solving skills; initiative and aptitude to be a self-starter.
- Ability to work independently as well as in a team.
- Ability to organize work and priorities to meet deadlines.
- Strong adherence to Company policies, including but not limited to Time and Attendance.

Asset

- Familiarity with test administration standards highly desirable.

Languages:

- Very good spoken and written English and French in order to communicate detailed, at time complex information to management and staff, to write/proofread job postings, letters and reports, to assess language skills, and to assist with the preparation of information sessions and presentations.

Computer Skills:

- Good knowledge (intermediate level) of the Microsoft Office Suite: Access, Excel, PowerPoint, and Word.

Education and Experience:

- Bachelor's degree in Human Resource Studies.
- Two years of relevant experience in recruitment, human resources management or employee relations. Experience in the public sector or in an academic environment preferred.
- Working knowledge of ADP.
- Working knowledge of Provincial and Federal employment law.

To apply:

Please send your resume by e-mail in a word or PDF format to careers@econcordia.com.

Please note that only the selected candidates will be contacted.

Candidates' skills will be tested.

No calls please.

For more information about eConcordia and their services, please visit their website: <http://www.econcordia.com>.