



Job Description

Job Title: Human Resources Coordinator

Job #: ADM-501

Department: Administration

Level: 5

Supervisor: CEO (or Controller)

Probation: 6 months

POSITION SUMMARY

The Human Resources Coordinator supports the operations and programs of the HR function for Nemaska Development Corporation (NDC) and its entities. The incumbent ensures a good working environment, developing skills, managing the recruitment process and Health and Safety programs, participating the payroll process. S/he is responsible for implementing, coordinating and evaluating HR policies. The HR Coordinator provides people managers with support on HR issues and also promotes the application of organizational policies and procedures.

DUTIES & RESPONSIBILITIES

General Human Resources Responsibilities

- Answer inquiries on HR matters relating to schedules, payroll deductions, pension and benefits administration, new hires, training, etc.
- Assist managers on legal compliance issues including the Employment Standards Act and the Human Rights Code.
- Coordinate the management of confidential HR files to ensure effective retrieval of information.
- Manage and maintain employees' personnel file updates, including contracts, performance evaluations, hiring information and terminations, disciplinary measures, modifications with respect to salary, cost center, job title, status.
- Regularly review, update, and implement policies, procedures and programs and verify that they are followed.
- Contribute to the successful operation of the department through adherence to policies and procedures of the Nemaska Development Corporation.
- Assist in analyzing workforce needs.
- Promote on-going, effective and open communication with employees. Keep staff members informed of decisions that impact them and/or their department.
- Identify training needs; recommend solutions, and support training and development.

Recruitment Responsibilities

- Coordinate and participate in the recruitment process, such as taking requirements from managers, posting positions, conducting interviews, advising on final selection of candidates and drafting employment offers.
- Integrate new employees, ensuring they gain the required corporate knowledge and feel welcome.
- Coordinate training sessions and seminars when held.

Performance Management Responsibilities

- Support managers to ensure the development of team and individual objectives and the completion of the performance evaluation exercise.
- Compile performance evaluation results.
- Support managers on how to help employees achieve required performance levels.

Health & safety Responsibilities

- Support the supervisory team in the development of OHS prevention plans and programs.
- Manage work accident files in relation with the CNESST.
- Submit accident reports, identify review requests and write these requests.
- Support supervisors and ensure that health and safety rules are applied and respected on site.
- Ensure employees are aware of health and safety policies and practices and work in a safe fashion.
- Organize OHS training in collaboration with supervisors as needed.

Payroll Responsibilities

- Assist with the transmission of payroll, time-reporting and over-time validation.
- Assist Payroll with verification of payroll for errors, as well as special requests for any pay-related issue (manual cheques, Records of Employment, taxation at source).
- Keep track of years of service and milestones of each employee to ensure fair treatment at all times (vacation, leaves, pay increases, etc.)
- Verify the special allowance benefit of all new employees before Special Allowance is released to employee.

Administrative and Reporting Responsibilities

- Collect and analyze data, and submit monthly reports concerning human resources issues to the immediate supervisor.
- Collaborate in providing the summary report on leaves for the Finance Department at the end of each fiscal year.
- Participate in the preparation and arrangements of meetings, and workshops, such as notice of meeting, agenda, kits, etc.
- Report any issues, concerns, or suspected misuse of resources or application of processes to the immediate supervisor as soon as possible.

Other Responsibilities

- Assist colleagues when necessary.
- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

EMPLOYMENT REQUIREMENTS

Education and certifications:

- College diploma with an additional training program in human resources or a related field

Experience:

- 1 to 3 years of relevant experience

Knowledge and abilities:

- Customer-focused and service-oriented
- Knowledge of applicable laws and regulations related to Human Resources
- Strong communication and interpersonal skills
- Proven ability to maintain confidentiality
- Strong organizational skills and attention to detail
- Working knowledge of Microsoft Office products

Languages:

- Fluency in Cree and English is required
- Fluency in French is an asset

WORK ENVIRONMENT

- Typical office setting with no unusual physical demands

Employee's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____