



We're Hiring - Join the HJV Team!

Human Resources Coordinator

This position is responsible for providing exceptional HR support to the organization, with employees located in Ontario, New Brunswick, PEI and Michigan. Located in our Alliston branch, the primary responsibilities include:

- Involvement with our HJV Health & Safety program and activities
- Sourcing training solutions for various learning and development opportunities. Develops and facilitates training surveys and reports.
- Supports the HJV Apprenticeship Program, coordinates career fairs, develops and maintains networks with external partners, candidates, schools etc. Develops and maintains program related documentation and tracking.
- Involved with recruitment and selection, postings, developing candidate lists, overseeing the career site, posting and tracking internal postings
- Delivering new employee orientation, and managing the onboarding process
- Prepares HR quarterly and adhoc reporting
- Assists with Benefits and Compensation
- Supports our Succession Planning and Career Planning processes
- Involvement with company social events and activities
- Involved with employee communication, coordinates our company newsletter
- Updates policies and documents, ensuring up to date HR information
- Involved with special projects
- Other HR related initiatives as required

We're looking for someone who has recently graduated from an HR program, who is looking for a company to utilize their knowledge and passion for HR. This is an excellent opportunity for an entry level HR candidate. Our ideal candidate has exceptional interpersonal skills, builds trust and credibility, does what they say they'll do, is sincere, an excellent listener and role model of HJV values. Strong computer skills are required (Microsoft Office). This role requires attention to detail, ability to multi-task, flexibility and confidentiality. Professionalism and communication skills are a must, with the ability to develop relationships at the employee, management and senior management levels.