



POSITION PROFILE

SENIOR COORDINATOR, HUMAN RESOURCES & ADMINISTRATION

Job Purpose

The Senior Coordinator, Human Resources and Administration, is a key member of the Canadian Paralympic Committee's Corporate Services team. The Senior Coordinator, Human Resources and Administration provides invaluable support in the areas of human resources administration and general office administration.

Type: Full-Time

Reports To: Executive Director, Corporate Services

Location: Ottawa

Primary Responsibilities

Human Resources (75%):

Recruitment and Selection

- Prepares, reviews and ensures consistency of content and distribution of job postings
- Develops and implements recruitment strategy appropriate to the position, in collaboration with the hiring manager
- Pre-screens applicants, providing a shortlist to the hiring manager
- Works with the appropriate hiring manager on the preparation of selection tools
- Participates in interviews, final selection process, and reference checking
- Prepares employment agreements in accordance with CPC policies
- Supports hiring manager in preparation of new hire start date and ensuring proper processes are completed in a timely manner
- Coordinates intern/summer student recruitment and selection process

HR Systems, Processes and Reporting

- Prepares annual total rewards reports for all employees
- Prepares and compiles results from CPC's annual employee engagement survey
- Reviews and updates CPC's Employee Manual annually



- Processes, verifies and registers documentation relating to employee activities such as staffing, recruitment, performance evaluations, 360 feedback surveys
- Administers, maintains and updates computerized Human Resources Information System
- Ensures the integrity and maintenance of the Human Resources Information System
- Compiles and prepares reports relating to human resources key performance indicators
- Ensures compliance with policies and procedures, obtains appropriate approvals and ensures the accurate documentation of all employee data

Payroll & Benefits

- Processes all new hires, terminations, pay changes, status changes, and any other employee changes into the payroll system and with CPC's benefits provider
- Processes bi-weekly payroll
- Verifies information received on various forms for accuracy
- Prepares payroll report entries for the finance team
- Prepares monthly registered retirement savings contributions
- Prepares year-end processing, including reconciliations and balancing of T4 and T4As
- Prepares payroll government remittances (WSIB, EHT, etc.)
- Prepares yearly payroll reconciliation for CPC's financial audit
- Responds promptly and courteously to internal and external inquiries
- Maintains payroll training documentation

HR Administration

- Coordinates and leads the Occupational Health and Safety Committee
- Supports the Executive Director, Corporate Services with the administration of the Human Resources and Operations Committee
- Supports the Executive Director, Corporate Service with in-house and external training activities and evaluations
- Assists the Executive Director, Corporate Services with other various ad-hoc reports and human resources related projects

Administration (25%):

- Welcomes visitors at the office (first point of contact for visitors)
- Coordinates the following office administrative activities:
 - Information technology requests
 - Phone system (BluArc)
 - Meeting room booking system (Skedda)
 - Courier, mail, outgoing parcels
 - Other duties as required



- Maintains and updates office procedures manual
- Assists in the preparation of presentations and other meeting material documents
- Provides administrative support, including but not limited to composing correspondence, reports, presentations, resource materials, and other documents as required while handling sensitive and confidential information with discretion
- Acts as recording secretary, when required
- Coordinates relationship with the landlord, cleaners, and vendors
- Works in close collaboration with Executive Director, Corporate services for all administration activities
- Other administrative duties as required

Qualifications

Education

- College diploma in Business, Human Resources or related field and/or equivalent work experience
- Pursuing a Certified Human Resources Professional (CHPR) designation

Knowledge and Skills

- Business writing and verbal communication skills, preferably in both official languages
- Demonstrated attention to detail and performing work with accuracy
- Knowledge of all aspects of human resources management
- Knowledge of all office administration management
- Ability to multi-task within a fast paced environment with changing priorities
- Proficient computer skills for:
 - Microsoft Office (Email, Excel, Word, Outlook)
 - Bamboo HR
 - ADP payroll system

Experience

- Two to three years' experience in human resources and administration, preferably in the not-for-profit sector.

Personal Characteristics

- Cooperative, team player, collaborative, able to inspire others
- Methodical and organized, able to manage different projects at the same time
- Flexible, to work well with a wide range of people from different parts of the business
- Good analytical skills
- Creative
- Energetic



- Results-oriented
- Service-orientated
- Excellent communicator, both verbally and in writing

Values

- Exemplifies our organizational values
 - Excellence
 - Integrity
 - Focus
 - Team
 - Inclusion

Working Conditions

- Work is primarily in an office environment. Key work periods may require overtime, evening or weekend work.

Application Process

Interested applicants can apply through the following link:
<https://paralympic.bamboohr.com/jobs/view.php?id=16> by no later than Wednesday December 12th, 2018.

CPC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, record of offences, age, marital status, family status or disability.

CPC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.