



JOIN OUR TEAM!

HUMAN RESOURCES COORDINATOR (FULL-TIME)

WESTMAN COMMUNICATIONS GROUP is seeking applications from skilled HR professionals who are passionate about recruiting, supporting, and developing talent through our company's policies and managing procedures. Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

What you'll do:

- Create the recruitment plan and postings for all available job opportunities within the company by utilizing various internal and external sources, websites, organizations, and partnerships
- Screen and distribute resumes
- Coordinate and participate with interviews for various departments and positions
- Perform employment and reference checks
- Conduct all new employee orientations and presentations, and ensure all necessary forms and documents are completed
- Coordinate, administrate and document learning and development activities
- Administrate various group benefit programs
- Act as a point of contact for staff, and provide guidance relating to HR policy interpretation, programs, services and best practices
- Provide input and support towards the development and implementation of new Human Resources initiatives, programs, and processes
- Prepare required HR reports
- Attend job fairs, compile recruitment statistics and information, work on special HR projects, and perform various other duties as assigned

What you'll bring to the team:

- Strong working knowledge of HR functions and procedures (e.g. recruitment; selection; onboarding; benefits administration; learning, and development)
- Knowledge of Canada Labour Code and Human Rights legislation with high degree of confidentiality and professionalism
- Detail-oriented with strong organizational, time and project management skills

- Commitment to staying current with relevant labour laws and legislation
- Aptitude for critical thinking, problem solving, and decision making
- Results-oriented and process driven, with high expectations for self and team
- A bridge-builder with the ability to navigate challenges, build credibility, and effectively communicate with all position levels is necessary
- Self-motivation and direction; the ability to seamlessly collaborate is necessary but you excel working with a degree of autonomy
- A change champion who is excited to contribute to fostering a culture focused on our value system of teamwork, community, integrity, innovation, and customer experience.
- Exceptional ability to manage multiple competing demands and meet deadlines

Your Education and Training:

- Completion of a Diploma or Degree in Human Resources Management
- A minimum of 2-3 years of previous related direct experience in Human Resources
- Chartered Professional in Human Resources (CPHR) designation is considered an asset
- Proficiency with Dayforce (HRIS), and Microsoft 365 Office Suit (Excel, Word, Outlook, SharePoint and OneDrive) is considered an asset

DEADLINE FOR APPLICATIONS: NOON, Monday, March 8, 2021.

When applying for this position, ***please reference the position title in the subject line and/or body of the email and/or cover letter.***

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

Please submit your cover letter and resume to:

Sonia Cole E-mail: hr@westmancom.com