

## Human Resources Coordinator

Paladin Security is looking for a diligent, detail-oriented People & Culture Coordinator to join our People & Culture team. You will be an outgoing, energetic individual with excellent attention to detail and primarily responsible for managing the talent acquisition process, but with a generalist approach capable of administering a variety of Human Resources functions on a daily basis. This role is great for an aspiring, organized HR professional who is a self-starter and works well in a fast-paced environment under minimum supervision. This role will work closely with the team to ensure that we are following best practices to provide the utmost service possible to our greatest resource, our people. Please note, there will not be options to work remotely in this role and has office hours of Monday – Friday, days.

### Essential Job Functions

- Work with management to proactively determine branch staffing needs
- Full Cycle recruitment, including posting jobs on the Paladin website and externally
- Responsible for Administrative functions, file management and data entry
- Respond to employee inquiries regarding benefits, company programs and the Employee Assistance Programs
- Organize company events such as holiday parties and 24 Hours of Thanks
- Lead internal and external career fairs and other company functions
- Participate in employee engagement activities including rewards and recognition processes

### Qualifications

- Post-secondary in Human Resources Management or related field is required.
- Minimum 2 years relevant experience is required.
- Must have a valid Manitoba Driver's License
- Must have or be willing to obtain a Manitoba Security Guard License
- Excellent written and oral skills in English, with the ability to effectively communicate with all levels of management
- Strong computer skills; including Word, Excel, PowerPoint and Outlook
- Able to perform consistently in a fast-paced environment with multiple priorities.
- Self-motivated and comfortable working in a small collaborative team environment.
- Able to work effectively and efficiently in a deadline driven environment
- Strong time management, multitasking, problem solving, team work and organizational skills
- Must be outgoing, sociable, adaptable, and detail oriented
- Previous high-volume staffing experience will be a strong asset.

Interested applicants can apply online at [www.paladinsecurity.com](http://www.paladinsecurity.com)

Posting open until filled