



## Human Resources Coordinator

### Summary/Objective:

The Human Resources (HR) Coordinator is responsible for a variety of HR related administrative duties. This role supports management and staff with HR functions such as employee recruitment, employee benefit administration, maintaining personnel files, and reviewing timesheets. This position works with our Safety Coordinator and the Corporate Administrative Team to maintain systems and ensure compliance with policies and procedures. The HR Coordinator actively implements employee engagement strategies that foster a positive work environment.

### Essential Duties and Responsibilities:

- Support management with recruitment, screening, and interview process
- Coordinate onboarding, to enhance new hire experience, and offboarding of terminating employees
- Provide excellent frontline customer service for internal and external human resource related questions
- Review timesheets and support payroll processing
- Maintain personnel files to ensure accuracy, compliance, and confidentiality
- Administer employee benefit programs
- Active participation on Corporate Safety Committee, ensuring compliance with required health and safety regulations
- Ensure compliance with current employment laws and regulations
- Foster workplace culture and positive employee relations by deploying employee engagement and feedback tools
- Complete special projects as assigned to achieve the overall goals of the corporation

### Qualifications/Experience:

- Bachelor's degree in Human Resources or a related field
- 3-5+ years of experience as an HR Coordinator
- Exposure to Labor Law and employment equity regulations
- Exposure to payroll practices
- Full understanding of HR functions and best practices
- Experience with Microsoft Office skills (Word, PowerPoint, Excel, Outlook)



## Competencies:

- Excellent written, verbal, and interpersonal communication skills
- Conceptual thinker
- Strong decision-making and problem-solving skills
- Good organizational and time management skills
- Meticulous attention to detail

## Supervisory Responsibility:

- There are no supervisory responsibilities for this position

## Work Environment:

- This job operates in a professional office environment

## Position Type/Expected Hours of Work:

- This is a full-time exempt/salary plus discretionary bonus position

## Physical Demands:

- The employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually quiet.

## Other Duties

- The above job description is not intended to be an all-inclusive list of responsibilities and performance standards of the position. Incumbents will perform other job-related duties as assigned.

**Salary Range:** \$45K-\$65K per year plus conditional discretionary bonus.

## Benefits Include:

- Health Insurance
- STD / LTD
- Paid Leave (Holiday, Vacation, Sick, etc.)
- Opportunities for advancement
- Vision, Dental, and Life Insurance
- 401(k) Company Matching
- Wellness Program
- Tuition Reimbursement

**To Apply:** Please send resume and cover letter to [jobs@edmlink.com](mailto:jobs@edmlink.com)

## EEO Statement

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