

ID:	MHR-00067A	Title:	People and Culture Coordinator
Date:	September 23, 2021	Employer:	Refrigerative Supply
Location:	South Burnaby	Salary:	\$20-22 per hour

Job Description

The People and Culture Coordinator's key responsibilities include recruitment, benefits administration and assisting with daily administrative duties.

Please note: the role will be based at RSL's headquarters in South Burnaby and will report to the Manager, People and Culture. The incumbent will partner closely with employees at all levels across the business.

Responsibilities

- Lead all aspects of talent acquisition to create a fantastic candidate experience
- Lead the design, planning and execution of employer branding strategies related to recruitment and talent attraction
- Maintain a high level of visibility, accessibility and interaction with all managers and employees at all locations
- Be the content owner for all People and Culture related content online internally and externally
- Act as the primary point of contact for all employees
- Participate and engage in special project teams as requested
- Provide support for P&C programs that support the entire employee lifecycle, such as performance reviews, talent planning, compensation programs, benefits administration, retention programs, etc.
- Be a positive and constructive influence in a rapidly changing and complex work environment
- Maintain electronic personnel files
- Other reasonable duties and projects as may be required from time to time.

Required Work Practices and Competencies

- Minimum 1 – 2 years of recruitment experience, administering benefits and leave programs.
- Two plus years of combined experience in HR and technology, an asset.
- Certificate or Diploma in a related field of Business, Finance, or Human Resources is preferred
- A suitable alternate combination of education and experience may also be considered
- Exceptional communication skills with excellent listening, interpersonal and conflict resolution skills.
- Outstanding collaborative skills with proven success influencing internal groups.
- Ability to organize and manage moderately complex and voluminous information in a mixed technical and business team environment.
- History of setting and achieving goals and accomplishing tasks with aggressive timelines.
- An individual with high integrity, creativity, and a roll-up your sleeves work ethic.
- An ability to prioritize, manage time effectively, escalate issues appropriately, and keep the information confidential is critical to this position.

To apply please submit your resume and cover letter to: Inquiries@maverickhr.ca