



Human Resources Coordinator (Contract, 14 months)

Montage Support Services is a leading service provider that offers innovative and individualized services that directly respond to the wishes, hopes, dreams and aspirations of each person we support.

The HR Coordinator will perform a broad range of administrative functions for the HR Department. This position is responsible for supporting the concept that all people at Montage are the most important asset of the organization.

Major Responsibilities:

The HR Coordinator will provide a full range of HR supports and services including but not limited to the following;

- Labour Relations: coordinate LMC, grievances, arbitrations, etc. as needed,
- Recruitment: interviews, tests and selects employees to fill vacancies,
- Staff Orientation: plans and conducts staff orientation,
- Benefit Administration: administers the company's benefit plans,
- HRIS: maintains and updates the HRIS and Scheduling system (Dayforce/Ceridian),
- Training: coordinates the administration of all mandatory training programs,
- HR Administration: responds to staff inquiries, assist with performance reviews, prepares reports, employment letters and other sources of HR documentation,
- HR Support: offer day to day guidance and support to all employees,
- Health & Safety: provides administrative support with WSIB claims,
- Ministry Compliance: Ensure HR documents are up to date for Ministry Compliance.
- Manage STD/LTD claims and non-work related injuries/illnesses.

Qualifications:

- More than 3 years' experience as a Human Resources Coordinator/Generalist.
- Post-Secondary Education in Human Resources required.
- Superior customer service and interpersonal skills.
- Ability to manage competing priorities and workload.
- Experience working in a unionized environment required.
- Experience working in a non-profit social service agency is an asset.
- CHRP or CHRL is required
- Demonstrated experience in Labour Relations, Recruitment, Training.
- Excellent computer skills required.

Additional Job Requirements:

- Clean criminal background check with Vulnerable Sector Screening
- Ability to travel may be required

- Valid driver's license; regular access to a vehicle is required

This is a contract position for 14 months. If you would like to join our team, please apply in writing to Human Resources by September 5th, 2017 at hr@montagesupport.ca or fax to **416-780-9382**. **Please ensure to include salary/hourly rate expectations within your application.**

We thank all candidates for their interest and advise that only those considered will be contacted.