



JOB DESCRIPTION RI-19-018

POSTING PERIOD / PÉRIODE D’AFFICHAGE **Du 05/14/2019 to/au 05/20/2019**

TITLE: HUMAN RESOURCES COORDINATOR
REPORTS TO: DIRECTOR RESEARCH HUMAN RESOURCES

The CHEO Research Institute (CHEO RI) has an immediate requirement for a permanent fulltime Human Resources Coordinator. This position reports to the Director of Research HR, and works closely with other Research Administration team members. The successful candidate will require a thorough understanding of research programs and staffing in order to provide a full range of human resource consultation services to Investigators, Scientists, and Research staff

MAIN RESPONSIBILITIES

- Assist with the day-to-day efficient operation of the HR department
- Work with managers to recruiting new staff / posting jobs / salary levels etc.
- Review new hire paperwork / employee change forms, etc. to ensure completion
- Advise Investigators of contracts due for renewal
- Update HR database / reports with new hire information / terms / changes submitted by Investigators
- Responds to routine employee and management inquiries regarding salary and benefits, policies, procedures and HR services
- Produce / distribute / audit various HR reports as required
- Answer telephone inquiries including, verification of employment, and general information
- Coordinate various RI HR programs (RI Corporate Orientation / New Researcher Orientation / Meet the CEO roundtable) / present as required
- Coordinate Scientific Appointments / Scientist Reviews
- Enter time into electronic time keeping system
- Work with Security / IT on new badge / account requests for employees
- Liaise with CHEO HR
- Maintain confidential organized filing system for employee files, correspondence, and employment applications
- Provide letters of employment as requested
- Provide general administrative support to Human Resources department
- Supports human resources project work as required
- Other related duties as assigned

DESIRED SKILLS & CHARACTERISTICS

- Capacity to handle confidential information with integrity
 - Ability to interact with a high level of professionalism
 - Excellent interpersonal skills with pleasant manner and tactful in dealing with the
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- Excellent written and verbal communication skills
- Strong analytical skills with a proficiency in the use of MS Office products and good general knowledge of payroll/HR information systems
- High energy with the ability to work effectively in a fast-paced environment
- Demonstrated initiative, customer service, and team work skills
- Ability to multi-task between many priorities and work activities
- Able to work under tight deadlines
- Able to be flexible with working hours in order meet deadlines
- Proactive in looking for new ways to improve and work more efficiently
- Ability to quickly and effectively acquire new knowledge and skills
- Research knowledge an asset

EDUCATION

- College Diploma (Human Resource Management) or University degree in related field or combination of relevant education and experience

EXPERIENCE

- Preference will be given to candidates with previous experience in a Human Resources field with a strong understanding of the HR functions and processes

OTHER

- **Valid police record check required**

Interested applicants may send a cover letter and CV to researchhr@cheo.on.ca

Should you require any accommodations during the application process, please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.

Applications will only be considered from those that are eligible to work in Canada. We thank all applicants for their interest, however, only those invited for an interview will be contacted.
