



Human Resources Coordinator

Permanent Full-Time 1.0 FTE (37.5 hours/week)

The HR Coordinator will provide vital administrative and operational support to the HR Manager within the Primary Care Network. This role involves various HR functions, including recruitment, employee relations, benefits administration, performance management, and compliance. The successful candidate will ensure the efficient operation of HR processes while fostering a positive and productive work environment. The ideal candidate will be detail-oriented, proactive, and adept at managing multiple HR responsibilities with professionalism and confidentiality. This position reports directly to the HR Manager.

This position is Monday to Friday, in-person, at the EOPCN central office.

KEY RESPONSIBILITIES & DUTIES

- Support recruitment efforts, including job postings, candidate screening, scheduling interviews, and reference checks.
- Assist with employee onboarding and offboarding.
- Update and maintain accurate employee records, including new hires, terminations, leaves, transfers, and file organization (both physical and digital).
- Oversee benefit provider data, ensuring accuracy in employee enrollments and changes, and respond to employee benefit inquiries.
- Administer Short-Term and Long-Term Disability benefits, managing claims processing, tracking, documentation, and providing employee support on eligibility, coverage, and the claims process. Liaise with employees and insurance providers to ensure compliance with policies and plan guidelines.
- Coordinate WCB claims reporting and administration, serving as the primary contact for employees and management, while assisting in managing workplace safety programs and complying with OH&S regulations.
- Manage employee professional registrations, licenses, and certifications, ensuring compliance with industry regulations, tracking expiration dates, sending renewal reminders, and maintaining training records.
- Coordinate probationary and annual performance reviews, supporting managers in tracking evaluations, sending reminders, and ensuring timely completion of reviews per organizational policy.
- Support payroll by verifying timesheets, tracking attendance, and coordinating with payroll staff for accurate processing, while generating quarterly reports for managers and supervisors.
- Support HR Manager and Leadership by compiling data from Day Force and other sources to generate reports that inform workforce planning, employee engagement, and talent management strategies.
- Assist in planning, coordinating, and executing ad-hoc HR projects, providing administrative support, preparing materials, scheduling meetings, conducting research, and compiling reports or presentations.

QUALIFICATIONS

- Post-secondary education in Human Resources, Business Administration, or a related field

- Chartered Professional in Human Resources (CPHR) or working toward certification is highly desirable but not mandatory.
- Experience in HR support /administrative position
- Knowledge of human resources processes and best practices
- Experience with HR databases and HRIS systems
- Experience managing confidential information with discretion.
- Strong organizational and time management skills to handle multiple tasks and meet deadlines.
- Proficient in administrative duties, including record-keeping, note-taking, correspondence, and file management.
- Ability to work independently and collaboratively in a team.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to foster positive internal and external relationships.
- Detail-oriented with a high degree of accuracy.
- Ability to thrive in a fast-paced, multi-tasking environment.
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and Internet use.
- Criminal record check with a vulnerable sector check is required

APPLY TODAY

EOPCN offers a competitive compensation package with comprehensive benefits, opportunities for continuing education and career growth, and an outstanding work environment.

Please submit your resume and cover letter by email to: jointheteam@eopcn.ca (Attn: Jeena)

POSTING EFFECTIVE until a suitable candidate is found.

We thank all candidates in advance for their applications, however, only those being selected for an interview will be contacted.