



Human Resources Coordinator

The Human Resources (HR) Coordinator is responsible for providing professional support across a broad range of HR functions with a focus on recruitment and on-boarding. Working in partnership with the HR/ Payroll Assistant and reporting to the Vice President of Human Resources, this role will provide operational HR support to all departments, building strong relationships and guiding employees through various human resource processes and inquiries.

Responsibilities:

- Maintain up-to-date knowledge of employment standards laws in applicable provinces (predominantly Ontario)
- Assist with recruitment process including job postings, resume pre-screening, and interview coordination, maintaining a high level of responsiveness and communication with candidates throughout the recruitment process
- Support recruiting efforts with thorough reference checks, background checks and documentation
- Participate and assist with recruiting events such as job fairs and campus recruitment events
- Administer employee referral program
- Respond to general HR policy inquiries, escalating more complex inquiries where appropriate
- Maintain accurate employee HR records and documents in HRIS
- Administer and track employee training requirements and employee education files
- Support the onboarding process for new hires by delivering orientation sessions, and ensuring a welcoming experience for new employees
- Update and maintain job descriptions and organizational charts for all departments
- Participate in H&S meetings, inspections and minutes
- Maintain a high degree of confidentiality and discretion in all matters, data, and documents
- Participate in special HR projects or other duties as required

Requirements:

- Post-secondary degree/diploma in business or other related field with a focus on Human Resources
- 2 years of HR experience with a focus on recruiting
- Knowledge of applicable provincial employment legislation
- Excellent interpersonal skills with the ability to effectively communicate in a positive and professional manner (written and verbal)
- Ability to maintain confidentiality and handle highly sensitive information in a discrete manner
- Ability to build relationships and a commitment to providing exceptional service
- Excellent organization skills, initiative, discretion, and judgment
- Ability to effectively manage multiple responsibilities within deadline-driven environments
- Strong analytical skills and aptitude for problem solving
- Ability to ensure accuracy with a high attention to detail

Please apply to: HR@orican.com with your cover letter and resume. We appreciate all interested applicants; however, only those selected for an interview will be contacted.

Old Republic Canada is an equal opportunity employer. Accommodations will be provided for qualified applicants with a disability throughout all parts of the hiring process. If you require an accommodation, please contact HR@orican.com and we will work with you to determine an appropriate accommodation.