



Job Description

People Ops Coordinator

The People Ops Coordinator works closely with and supports the entire Engaged HR team, performing a diverse range of human resources support duties, providing responsive and professional support to various client and organizational projects. Our clients have diverse HR needs and this position plays an integral role in the organization being able to fulfill those needs.

General Duties and Responsibilities

- Completing HR administrative tasks for clients such as preparing documents, vacation tracking, benefits enrollment, scheduling meetings, answering emails, and providing support and information, as necessary.
- Completing recruitment tasks such as processing job postings, screening resumes, setting up appointments and interviews, completing phone screens and reference checks. Specific areas of responsibility include:
 - managing candidates through the recruitment process, always ensuring that the candidate experience is a positive one.
 - becoming an Applicant Tracking System (ATS) wizard to ensure that all recruitments are complete, seamless, and well-organized.
 - sourcing talent where possible to assist in building a talent pool for various opportunities.
 - maintaining clear, regular communication with Associates and clients throughout the search process, providing updates and feedback, and instilling confidence that roles will be filled with the right candidate.
 - practicing good time management techniques to stay focused and to keep multiple recruitments well-organized.
- Assisting with the creation of Engaged HR templates, resources, and procedures and participating in various Engaged HR projects, as required.
- Setting up internal project systems to ensure seamless transition from sales to production.
- Supporting Engaged HR's internal HR function as a member of the Occupational Health & Safety Committee and the Social Committee.

Qualifications

- Post-secondary educated, preferably from an HR or business program.
- 1-2+ years' experience in an office setting, preferably in an HR department or with a recruitment agency.

- Experience with an HRIS such as Bamboo HR and/or an ATS is an asset.
- Experience assisting people over the phone is an asset.
- Strong written and verbal communications skills.
- Professional, confident, resourceful, and computer savvy.
- Exceptionally detail-oriented, self-motivated, and client-focused.
- Energetic, disciplined, and has a drive for success with a desire to learn.
- Likes to laugh, have fun and to work in partnership with your team!