



HR Coordinator

MCIS Language Solutions is a not-for-profit social enterprise providing language interpretation, translation, transcription, skills testing and training services. We have over 5,000 language professionals on our roster, and serve over 800 customers in 300+ languages. We are committed to our vision of connecting people globally through language. This is your opportunity to add value to a fast-growing organization with a productive work culture.

VISION | To connect people globally through languages.

MISSION | To improve access to critical information and services through high quality language solutions.

VALUES | Respect, Quality, Collaboration, Accountability and Learning

Reporting directly to the HR Manager, the Human Resources (HR) Coordinator helps to implement and coordinate all internal people processes of the organization, including recruitment, performance management, attendance management, payroll and benefit administration, and staff training, etc.

DUTIES AND RESPONSIBILITIES

The HR Coordinator role is comprised of two (2) main activities as follows:

Human Resources

- Recruitment and Selection
 - Coordinate and participate in the recruitment process by preparing ads, screening applications, scheduling/conducting interviews, completing reference checks and preparing employment offers
 - Use creative methods to source candidates through social media, referrals, networking, job boards, agencies, etc.
 - Develop a strong employment brand that supports the organization's growth strategies
 - Manage and maintain good relationships with employment agencies, colleges, and universities
 - Track and input recruitment data/status into internal system
 - Prepare reports on recruitment progress and the effectiveness of recruitment activities to HR Manager on a regular basis
- Onboarding and Offboarding
 - Coordinate the onboarding process such as new employee orientations, with the aim of encouraging positive attitudes to company objectives and facilitating employee adjustment to the new duties, as well as completing the required administrative documents
 - Coordinate the equipment set-up, on-site pick-up and on-site return for new and departing employees
 - Coordinate with stakeholders to ensure a smooth transition for both departing employee and the organization, as well as mitigate the risks of those transitions
- HR Policies and Procedures
 - Assist in the creation and review of organization policies and practices as instructed by the HR Manager
 - Identify gaps and update HR policies and procedures in order to be in compliance with different standards
 - Aid in the implementation of human resources policies, procedures and practices
 - Research and provide updates on policies, procedures, laws, standards and regulations, as needed



- Participate in the Joint Health & Safety Committee (JHSC) as part of MCIS compliance to health and safety regulations
- Performance Management
 - Input and verify performance goals in the system in preparation of performance review cycles
- Payroll and Benefit Support
 - Maintain and update records of employee attendance, leave and overtime to calculate pay and benefit entitlements, using manual or computerized systems
 - Provide payroll related information to Finance Department in a timely and accurate manner
 - Enrol/terminate the group benefits for new hire or departing employee
 - Prepare entitlement summaries every quarter
- Staff Training
 - Plan, coordinate and administer all aspects of training programs for all the departments as required
 - Assess training needs, schedule and coordinate training courses with internal and external training providers
 - Maintain record of attendees and all documentation related to the training
- HR Reporting/Data Management
 - Prepare and analyze the HR Dashboard as requested by the HR Manager, on a bi-annual basis
 - Maintain employee personnel files, ensuring they are up to date and complete with all required documents
 - Update staff directory and organizational chart on a monthly basis
 - Maintain and update HR Shared folders
- Staff Engagement and Communications
 - Actively support and promote employee engagement initiatives
 - Support in scheduling town halls and preparing all necessary materials
 - Support in drafting communications for staff
- Security Clearance
 - Submit and file federal security clearance for staff members, as needed
- Participate in other HR Projects and initiatives as needed

Administration

- Provide day-to-day administrative support to the HR Manager
- Provide general administrative and/or analytical support including creating minutes, and document distribution, etc.
- Serve as back-up for Office Assistant and manage/re-direct emails to the respective recipients/departments received from the general inbox
- Work with the Office Assistant to provide other administrative support, if necessary

Perform any other duties that are related to HR Department and the vision of MCIS.

EMPLOYMENT REQUIREMENTS

- Excellent communication skills with ability to deliver and receive messages clearly and effectively in both written and oral mediums
- Ability to work independently with initiative and leadership
- Problem solving skills are required, ability to make multiple causal links, analyze relationships among several parts of a problem or situation and provide recommendations



- A team player who desires to work co-operatively and collaboratively with others; be driven to reach common goals
- Strong customer service orientation
- Strong attention to detail
- Data and records management skills
- Able to exercise discretion and confidentiality
- Demonstrated aptitude for continuous learning and innovative thinking

EDUCATION & EXPERIENCE

- Post-secondary education (university degree/college diploma) in Human Resources, or a combination of experience and training
- Knowledge on HR regulations, and policies & procedures may be required
- Proficiency in Microsoft Excel, PowerPoint and Word is an asset
- Proficiency in English is required for this role; proficiency in French is an asset for this role

CLOSING DATE: Thursday, July 28, 2022

Qualified applicants are invited to submit a cover letter with salary expectations and résumé to Kathleen.tran@mcis.on.ca no later than 5:00 pm, Thursday, July 28, 2022.

Accommodations for job applicants with disabilities are available on request.