

Job No. 16

Position:

Human Resources Coordinator

NOC: 11200

Name of Company: Events East

Website URL: [Contact Us](#) | [Events East](#)

Responsibilities and tasks of the position:

Events East Group is now inviting applications for the position of **Human Resources Coordinator** with our Human Resources and Payroll team.

Reporting to the Director, People and Culture, the Human Resources Coordinator is the first point of contact for the Human Resources and Payroll department. This position will support the Human Resources department and the organization at large by performing administrative duties associated with the full Recruitment process, Occupational Health and Safety, Disability Management, Performance Management, Workplace Investigations, and other projects or committees. Due to the nature of this role, discretion, and the ability to maintain confidentiality is required.

- Resolve internal and external Human Resources-related inquiries or direct to the appropriate resources, as needed.
- Support the administration of all Collective Agreement processes for the organization.
- Participate in the development, implementation, and administration of resources, policies, procedures, and programs within the scope of responsibility.
- Support the administration of the full employee life-cycle processes including, but not limited to resourcing (recruitment), onboarding, performance reviews, and offboarding.
- Maintain confidentiality and effective records management for all activities.
- Serve on relevant industry and organizational committees as required, supporting involvement in related initiatives and activities.
- Provide administrative assistance to the Joint Occupational Health and Safety Committee.
- Prepare safety reports regularly for the Joint Occupational Health and Safety Committee, the Board of Directors, and Events East Group departments, as requested.
- Support the full Disability Management process for the organization including the Return-to-Work program, the Direct Access Program, Workers Compensation Board claims, and other relevant programs and contractors.
- Various Human Resources and Payroll & Benefits projects and other duties, as assigned.

Qualifications for the position:

- 1-3 years relevant experience within Human Resources or equivalent.
- Previous experience in recruitment, selection and onboarding is considered an asset.

Employment type:

full time

Salary range and benefits:

- 3 weeks of vacation starting
- Sick and personal days
 - Employee and Family Assistance Program (EFAP) available through Telus Health Discounts
 - Free counselling services
 - Resources available for personal life needs
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 - Medical & Dental benefits through Medavie BlueCross as soon as you start!
 - Short Term Illness (STI) and Long Term Disability (LTD)
 - Participation in the Province of Nova Scotia Public Service Superannuation Plan
 - 13 paid holidays or Time in Lieu for working on the holiday
 - Paid bereavement leave
 - Discounted transit bus pass through SmartTrip
 - Discounted gym

Languages required:

English