



Title: Human Resources & Health and Safety Coordinator

Specific Responsibilities:

- Under direction of the management team oversee the recruiting process by preparing and coordinating job descriptions and postings; pre-screening resumes; coordinating and conducting job interviews; preparing job offers and New Employment packages; follow-up on offers of employment to ensure all required documents have been received
- Coordinate and deliver company orientations for new employees
- Prepare and provide various reports and other data as required and requested by management (i.e. absenteeism, turnover, recruitment)
- Prepare documentation related to termination of employment and conduct termination of employment meetings
- When required, participate in Performance Improvement and Disciplinary Actions
- Work closely with Payroll department to ensure timely communication of employee changes (i.e. leave of absence, pay adjustments, absences, terminations, etc.)
- Provide timely responses to employee enquiries as well as responding to day to day internal and external inquiries and resolving routing issues
- Promote Occupational Health and Safety within the organization and work to develop a safer work environment
- Prepare policies and procedures related to Health and Safety as required by legislated orders
- Maintain health and safety policies and update as required/ as legislated
- Conduct regular workplace/site inspections including the ability to recommend corrective action and monitor.
- Ensure all regulatory requirements are being adhered to including ensuring employees work in compliance with company health and safety standards, in addition to industry regulations.
- Coordinate and schedule internal and external training programs as well as ensure all necessary documentation is maintained and filed as required.
- Perform annual audits to ensure all required personnel training are current
- Ensure timely updating and accuracy of employee training, attendance and information databases
- Order Personal Protective Equipment supplies and maintain inventory
- Inspect all first aid kits on a monthly basis
- Other duties as required.

Competencies and Qualifications:

- Completion or in the process of completing a Health and Safety, Human Resources or Environmental degree/certificate/diploma through a recognized post-secondary educational institute or a combination of education, training and experience deemed equivalent
- Comprehensive knowledge of Health and Safety related legislation, acts and standards in the province of Ontario
- Comprehensive knowledge of ESA of Ontario
- Proficient in Microsoft Word, Excel, Outlook
- Must be detailed-oriented, able to exercise good judgment and have effective decision making ability
- Strong time management skills with the ability to plan and organize, prioritize as necessary
- Excellent communication skills, both oral and written, with the ability to convey information accurately and clearly
- Valid Ontario driver's license

Job type:

- Full – time
- Contract