



Job Description - HR COORDINATOR (Contract)

Human Concern International (HCI) is a registered Canadian charity working to change our world by alleviating suffering and tackling poverty. Established in 1979, HCI's development projects have helped communities become more self-sufficient and the emergency assistance has helped families and communities survive during hardships. We work in 42 countries with regional offices and local partners.

We are searching for a professional **Human Resource Coordinator** to maintain all community outreach activities. You will represent Human Concern International (HCI) and work with the management team to develop and implement initiatives that increase company visibility within the surrounding community. You need to be self-motivated, enthusiastic and community-driven to take on this exciting role. This position requires someone equipped with a positive attitude and readiness to be a team player.

Reporting To: Human Resource Manager

Location: Hybrid/Remote

Terms: 37.5 hours per week - Contractual

Deadline to Apply: Ongoing until the position is filled

Key Duties and Responsibilities

- Respond to internal and external HR related inquiries or requests and provide assistance
- Assist with planning and organizing employee retreats and workshops
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) and ensure all employment requirements are met
- Support the recruitment/hiring process by sourcing candidates, performing background checks
- Assisting in shortlisting, issuing employment contracts etc.
- Assist supervisors in performance management procedures
- Demonstrate a commitment to good internal communications and positive workplace culture
- Schedule meetings, interviews, HR events etc. and maintain the team's agenda
- Coordinate training sessions and seminars
- Perform orientations, onboarding and update records with new hires and coordinate any offboarding of staff.
- Addressing employee queries and concerns with the company; including employee safety, welfare, wellness, and health etc



HUMAN CONCERN INTERNATIONAL

- Prepares various employee letters and memos
- Produce and submit reports on general HR activity
- Assist in ad-hoc HR projects, like collection of employee feedback
- Any other tasks as assigned

Qualifications, Skills, and Experience

- Currently studying a Bachelor's degree in Human Resources or other related field
- Confident and articulate verbal and written communication skills, including a pleasant and efficient telephone manner
- Sound administrative skills including accurate record keeping, financial and budgeting skills with a competent working knowledge of Excel
- Sound computer literacy skills with high level competency in MS Office
- Data Management skills with ability to use fundraising databases to record donor information and analyse income
- Methodical, organised and able to work with good attention to detail.
- Team player with the ability to work independently with little direction or supervision
- Strong and clear commitment to HCI's values
- Fluency in English and excellent written communication skills, fluency in French an asset

Our Offer

- **Competitive Salary:** Commensurate with experience and qualifications, along with potential annual incentives.
- **Paid Time Off:** Sick days, vacation days, and family days for work-life balance.
- **Professional Development:** Access to training, leadership programs, and career growth opportunities.

Some travel, as well as evening and weekend work, may be required.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading "HR Coordinator.

We appreciate all applications; however, only candidates selected for an interview will be contacted.