

Human Resources Coordinator Saskatoon, SK

We are looking for a Human Resources Coordinator to join our team in Saskatoon. The Human Resources Coordinator is responsible for working with management to ensure the organization's human resources policies, procedures, and practices meet legal requirements and are effective and efficient. This includes coordinating and scheduling interviews, orientations, training, and performance assessments as well as administration and management support for HR activities.

Key Responsibilities:

- Assist with recruitment and selection processes
- Coordinate new employee onboarding
- Coordinate employee learning and development and compliance with ongoing initiatives
- Organize and support performance management processes
- Maintain employee records in accordance with regulations and policies
- Answer internal and external HR-related requests and inquiries
- Support payroll administration
- Generate reports on HR activities
- Administer employee benefits and group retirement plans
- Provide education and support to managers on company policies
- Assist with employee offboarding processes
- Organize and coordinate safety meetings, safety training, and worksite safety inspections
- Recommend and document improvements to existing processes and procedures
- Support the Human Resources and Administration Manager with special projects

Required Qualifications:

Education

- Commerce or business diploma or degree with human resources specialization

Experience

- 1-3 years in a Human Resources role

Knowledge/Skills/Abilities

- Strong interpersonal skills
- Strong verbal and written communications skills
- Sound judgement and discretion
- Attention to detail
- Knowledge of Saskatchewan Employment Act and Occupational Health and Safety Regulations
- Proficient with Microsoft Office suite
- Knowledge of learning and development systems

Competencies:

- Interpersonal Skills: Effectively communicating, building rapport, and relating well to all kinds of people
- Personal Accountability: Being answerable for personal actions
- Teamwork: Cooperating with others to meet objectives
- Customer Focus: Anticipating, meeting, and/or exceeding customer needs, wants, and expectations
- Problem Solving: Defining, analyzing, and diagnosing key components of a problem to formulate a solution
- Time and Priority Management: Prioritizing and completing tasks to deliver desired outcomes within allotted timeframes
- Planning and Organizing: Establishing courses of action to ensure that work is completed effectively

About Us:

Kova Engineering Saskatchewan is a diverse and unique engineering and consulting company with over 25 years in the crane and lift equipment industry. We improve customer safety by providing outstanding engineering and inspection services. The key to our success is our employees who are hardworking, professional, and value the safety of their co-workers and our customers. For more information about our Canadian owned and operated company, please visit kova.ca.

Our values:

- Safety: we are committed to a diverse and inclusive culture to ensure the safety of our employees and customers
- Integrity: we are uncompromising in our honesty and integrity in everything we do
- Collaboration: we meet and exceed customer expectations through teamwork and collaboration
- Excellence: we achieve excellence by continuously improving all aspects of our business

We offer:

- A competitive wage
- Health and dental benefits
- Life, critical illness, and disability insurance
- Group retirement plan
- Employee assistance program