



Human Resource Coordinator

Winnipeg, Manitoba

Benefits of the organization:

- Competitive Compensation
- Great Benefits
- Growth Opportunities

About [Custom Helicopters](#)

Since 1977, Custom Helicopters has grown into one of Canada's preeminent helicopter service providers, serving many industries, with a fleet of more than 30 helicopters.

How to Apply:

Please apply online at www.jobs.peoplefirsthr.com or by emailing your resume (on MS WORD format) in confidence to Erika Recksiedler erecksiedler@peoplefirsthr.com. For further information about this career opportunity, please feel free to contact Janelle Robin at (204) 938-4034.

We thank all applicants for their interest; however, only those selected will be contacted for an interview.

Our client Custom Helicopters is looking for a fulltime permanent Human Resource Coordinator. Reporting to the Vice President, Human Resources, the Human Resource Coordinator performs a range of duties supporting the Human Resource (HR) Department by providing best practices and human resources solutions that support the business and various departments within the company. Duties include functions such as, but not limited to recruitment, policies and procedures, orientation and training, employee relations, regulatory compliance, administrative duties, recordkeeping, and other HR programs.

As the Human Resource Coordinator, you will:

- Provide input and support to the human resource department in meeting the general operations and goals of the department and assisting in the day-to-day functions, including responding to internal and external HR-related inquiries or requests.
- Prepare and maintain personnel records and assist the payroll department by providing relevant employee information (e.g. new hires, terminations, leaves of absence, pay adjustments, etc.).
- Maintain current knowledge of employment equity, human rights and Canada Labour Code guidelines and laws.
- Assist the HR department with a variety of issues, such as: legislative requirements, special assignments, training, procedures, research, etc.
- Advise and assist management on interpretation and administration of personnel policies and programs.
- Maintain accurate records and compile statistical reports relating to personnel data (i.e. hires, transfers, vacancy rates, etc.), and maintain recruiting tracking database.
- Provide recommendations for, or revisions to, policies and processes, providing assistance where required.
- Support the recruitment/hiring process by posting ads, sourcing candidates, conducting interviews, checking references and issuing employment contracts, etc.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Plan, organize and attend recruitment fairs as requested
- Support and participate in the employee performance life cycle.
- Provide research as requested.
- Complete other duties and projects as assigned.

You and Your Experience:

- Diploma or Degree in Human Resource Management, or equivalent experience.
- Working towards CPHR designation is considered an asset.
- A minimum of two (2) years of experience as a Human Resource Coordinator. Other progressive roles may be considered.
- Excellent inter-personal relation skills, in order to work effectively with various locations, managers, candidate personalities, etc.
- Innovative thinker, with excellent communications skills.
- Highly organized and detail-oriented, while using effective time management skills.
- Able to build and maintain lasting relationships with key business partners and employees.
- Highly flexible with the ability to respond quickly in a dynamic and changing environment.
- Self-starter with the ability to take initiative and work well individually and as part of a team.
- Proficient in MS Office and payroll/HRIS software programs.