



**Supply
Ontario**

Supply Ontario is a new provincial agency with an ambitious mandate to transform and modernize the province's public sector supply chain management system.

Supply Ontario's vision is to build world-class capability that harnesses Ontario's buying power to enable economic development, province-wide resilience and value for Ontarians. We are currently establishing our initial operations, building our foundational infrastructure and planning for how the agency can best provide services. To learn more about Supply Ontario, please visit www.supplyontario.ca.

Diversity, Inclusion and Belonging are important values of the organization, where each employee is respected and valued for their differences. Every employee brings unique skills, background and experiences to Supply Ontario, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or ability. These diverse and different perspectives enrich our organization and our working life.

La diversité, l'inclusion et l'appartenance constituent des valeurs importantes de l'organisme, où tous nos employés sont respectés et estimés pour leurs différences. Chaque employé apporte des compétences, des antécédents et des expériences uniques à ApprovisiOntario, sans égard à sa race, à son origine nationale ou ethnique, à sa couleur, à sa religion, à son âge, à son sexe, à son orientation sexuelle, à son identité de genre ou à sa capacité. Ces points de vue diversifiés et différents enrichissent notre organisme et notre vie professionnelle.

HR COORDINATOR

As the HR Coordinator, you will report to the Human Resources Director and be accountable for providing support and advice to managers and employees on a range of core human resources programs and services.

You will succeed in this position if you have built a reputation as a trusted human resources professional to both staff and management. You have demonstrated the ability to juggle priorities in a busy environment where your knowledge of HR programs, policies and legislation will be called upon to resolve issues and provide proactive advice. You will establish strong relationships at all levels in the organization, apply sound judgment in potentially sensitive situations and, as part of the HR team, contribute to making Supply Ontario a positive workplace known for excellence in people management.

In this role, your key responsibilities will include:

- Supporting HR management and team on full cycle of recruitment activities, including preparing recruitment documentation, pre-screening candidates, arranging for interviews and testing logistics, preparing interview guides and facilitating background checks.
- Providing support on benefits and pension administration.
- Coordinating onboarding and offboarding activities with Finance, Payroll, and IT.
- Maintenance of the HRIS and ensuring employee files are kept up to date.
- Monitoring, tracking and report on HR metrics for senior management review.

Successful candidates will demonstrate the following:

- Degree in Human Resources, or related degree and relevant experience; professional certification (CHRP) is preferred.
- 4-5 years of experience in a broad spectrum of HR functions with at least 2 years in a consultant/advisor role.

- In-depth knowledge of HR management best practices, processes and knowledge of application of HR-related legislation such as Ontario Employment Standards Act, WSIB, Human Rights Code, Pay Equity Act, Occupational Health and Safety Act.
- Demonstrated ability to support multiple clients, network across organizational units and build solid relationships.
- Excellent problem solving and influencing skills and ability to identify issues and resolve conflict situations.
- Sound political acuity: conceptual and analytical skills to evaluate client's HR business needs.
- Ability to work independently and the ability to manage multiple competing work priorities.
- Strong written, verbal, and interpersonal communication skills required to work effectively with all levels of staff and management.

Supply Ontario offers a competitive compensation package including benefits and defined benefit pension plan.

HOW TO APPLY: To apply, please click on the following link: [APPLY NOW](#) by **March 23, 2022**. We thank all applicants for their interest, however, only those selected for further consideration will be contacted. If you have questions, you can also contact Luciana Da Silva at 416-237-1500 x.266 or luciana.dasilva@hrassociates.ca.

Accommodation, if required, will be provided throughout the hiring process in accordance with the *Ontario Human Rights Code*.