



Job Posting

Human Resources Coordinator- Maternity Leave Coverage

LOCATION: Community Complex Child Care Centre
375 Finkle Street, Woodstock ON

START DATE: February 2019

HOURS: 35 hours per week

RATE OF PAY: \$18.99/hour (*this may be adjusted according to experience/credentials*)

POSITION SUMMARY

Good Beginnings Day Nursery Woodstock Inc. is seeking to hire an exceptional individual to fulfill the Human Resources Coordinator role.

QUALIFICATIONS

We are seeking a friendly, energetic and professional individual who possesses the following qualifications;

- Post-secondary Diploma or Degree in the field of Human Resources
- Minimum of 1 year relevant human resources experience i.e. recruiting, hiring and training
- **Exceptional computer skills**; proof of excellency in all Microsoft Office applications **especially Microsoft Word and Excel**
- Ability to efficiently organize and track staff documentation requirements
- Ability to assist with scheduling, training and orientation of new and current staff
- Experience drafting and creating contracts
- Ability to learn various in-house software programs
- Excellent interpersonal and communication skills, particularly spelling and grammar
- Efficient, organized, and able to multi-task
- The ability to work effectively under pressure, handle heavy volumes and meet demanding deadlines. Strong attention to detail necessary
- Current Standard First Aid, including infant and child CPR
- Current and satisfactory Criminal Reference check including Vulnerable Sector Check, acceptable to Good Beginnings
- Full duties of the job description will be provided at the time of the interview

Please submit your cover letter and resume to:

Edina Usanovic, Supervisor of Recruitment and Training

edina@goodbeginningsday.com

Closing Date: 4:00 pm, January 25, 2019

Although we thank all applicants for their interest in our organization, only those selected for an interview will be contacted.