



Job Posting

Human Resources Coordinator- Maternity Leave Coverage

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

START DATE: February 2019/ March 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, resume and three professional references with your authorization for them to be contacted, to:

Edina Usanovic, Supervisor of Recruitment and Training

edina@goodbeginningsday.com

This position will be posted until filled.

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