



GLEBE PARENTS' DAY CARE

Quality care is the right of every child.

**Internal/External Job Posting
Permanent Position
Nov. 1, 18**

POSITION: Human Resources Coordinator

START DATE: ASAP

EDUCATION: University degree or post-secondary certificate in Human Resources Management or related discipline or related experience

REQUIRED SKILLS/EXPERIENCE:

- HR experience, preferably in a unionized non-profit environment
- Effective time management
- Experienced in the use of office equipment such as copiers, printers, phone systems
- Strong knowledge of labour laws, employment laws and human rights legislation
- Strong word processing, database and other computer knowledge compatible with what is current in the software industry as well as what is being used at the agency
- Excellent English communication skills, both verbal and written, other languages as asset
- Excellent organizational, problem solving, and interpersonal skills
- Ability to work independently and as part of a team
- Mediation skills
- Effective interpersonal skills, including tact and diplomacy
- Demonstrated ability to deal with confidential issues in a sensitive, efficient and professional manner
- Experience with group consensus decision making
- Experience in collective bargaining an asset
- A current police check for working with the vulnerable sector must be provided.

JOB SUMMARY:

Accountable for the provision of human resources services for employees. This will include employee recruitment and retention, implementation of key HR Programs, compensation and benefits management, performance management, training and employee development, policy and procedure development, ensuring compliance with employment legislation and common law practices, health and safety, maintenance of employee records, labour relations and collective agreement negotiations. The role assists and advises on Human Resources issues and acts as secretariat to the Personnel committee.

FULL JOB DESCRIPTION: Contact Karen Robinson (see below) to obtain a copy.

HOURS: Monday to Friday 8-hr shifts
Monthly Evening Personnel meetings
Other meetings as required
Other cooperative responsibilities done on a volunteer basis

SALARY: \$22.66/hour plus
\$2.00/hr. wage supplement (pending funding)
Very generous benefits

CLOSING DATE: Nov. 16, 2018 at 5:30 p.m.

This position is open to male and female employees.

This is a unionized position - CUPE 2204

Please submit resumes to: (email – preferred method)

Karen Robinson 10 Fifth Avenue, Ottawa, Ontario K1S 5N5

Email: gpc_pc@bellnet.ca Phone: 613-233-9268 ext. 130 fax: 613-233-9345