

Job Title: Human Resources Coordinator
Department: Administration Department
Reporting to:
Date written:
Approved by :
Approval Date:
Date reviewed:
Employment Status:
Written by:

SUMMARY JOB DESCRIPTION

Manages human resources.

Develops personnel programs or policies, implements them and follows up. Assists the managers in matters of hiring, training, performance evaluations, remuneration, occupational health and safety or any other field related to the management of human resources.

The MAJOR TASKS are listed below, but the incumbent may be assigned to other duties.

- Jointly with management, develops human resource programs and policies which comply with the effective legislative framework in the field of employment and labour relations.
- Works with department managers to recruit, interview and hire competent candidates to fill vacant positions.
- Interviews candidates, administers the appropriate selection tests, verifies job references and, where applicable, arranges a pre-employment medical examination.
- Plans and runs new employee orientations, with the aim of encouraging positive attitudes to company objectives and facilitating employee adjustment to the new duties, as well as completing the required administrative documents.
- Keeps and updates all human resource files, including the employees' personal files and records of insurance coverage, pension plans, hires, promotions, transfers and terminations, as well as any information or documentation on the employees required by the government.
- Prepares the termination of employment notices and all relevant documentation. Conducts termination interviews, to investigate the reasons behind employee departures.
- Meets with the managers to determine training needs and prepares the training schedule and the annual training plan.
- Administers the training files and documents them, as required by The Act to Foster the Development of Manpower Training (Bill 90). Follows up and coordinates training activities.

- Administers and follows up on occupational health and safety files, in keeping with currently effective legislation.
- Assists the managers in administering the performance evaluations of their personnel and following up.
- Writes reports and makes recommendations to reduce absenteeism and personnel turnover or any other problems involving the management of human resources.
- Ensures that all employees and managers receive adequate training on existing policies and programs; also ensures that all executives concerned are trained on the legislation respecting employment and labour relations.
- Represents the dealership at hearings and arbitrations regarding the employees.
- Conducts salary surveys prepared by the regional and/or provincial association of dealers.
- Prepares the human resources operating budget.
- Establishes contracts with outside suppliers for the provision of services to the employees, such as cafeterias, vending machines, etc.
- Maintains a professional appearance.
- Takes part in management meetings, if invited.
- Performs other tasks, based on management requirements and instructions.

SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs.*

JOB REQUIREMENTS

Language skills
Knowledge and skills
Responsibilities

Effort
Work conditions
Other requirements

Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

<p><i>N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.</i></p>
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