

HUMAN RESOURCES/ INTERNAL COMMUNICATIONS COORDINATOR

If you're looking for a challenge and a chance to grow your career alongside the best and brightest in the industry, you'll find it at Harper Grey. We are currently seeking a Human Resources/Internal Communications Coordinator to join our team. The position provides an opportunity to work with a vibrant and team-oriented group of people. The successful candidate will be energetic, flexible, highly motivated and driven to succeed.

Reporting to the Human Resources Manager, this new position provides an excellent opportunity for a human resources professional to contribute to all aspects of the employment relationship and the achievement of Harper Grey's goals and objectives.

WHAT YOU'LL BE DOING

- Assists Human Resources team with administrative tasks and projects, as needed
- Assists with full cycle recruitment for legal support and administration staff positions including updating job descriptions, preparing job postings, coordinating and conducting pre-screening interviews and conducting reference checks
- Prepares documentation and employment paperwork including but not limited to employment letters, new hire paperwork, and status additions, changes and terminations paperwork
- Prepares new hire orientation and welcome packages, schedules training and orientation sessions, processes new hire paperwork and conducts neighbourhood tour
- Coordinates and schedules day-to-day legal administrative support to ensure proper backup and assistance is provided during unexpected absences, scheduled vacations and times of exceptionally high workload activity
- Assists with coordinating the annual/semi-annual performance and probation review process for legal support staff
- Prepares various correspondence, documents, spreadsheets and presentation materials
- Assists with drafting and preparing internal firm communications including announcements, notifications, newsletters, etc. to articulate key messages
- Assists with writing and editing impactful and engaging messaging that effectively describes and promotes culture-building initiatives
- Assists with coordinating practicum student placements and organizing hosts
- Manages and maintains employee records; ensures all confidential employee files are maintained according to standards and processes and are compliant with applicable laws, policies and audit requirements
- Manages maintenance and tracking of daily attendance and vacation records for support staff in HRIS system including annual reconciliation of attendance and vacation records for support staff
- Maintains, communicates and upholds fairness and equality in the implementation and administration of the Firm's HR policies and processes
- Optimizes HR's role as a true partner by building credibility with all firm members through developing and maintaining strong working relationships
- Contributes to team building, employee motivation and morale by performing related best practices and maintaining effective communication channels, organizing staff events, other Firm social events and various lunch and learn sessions; ensures positive employee-employer relationships
- Active member of various committees
- Assists with day-to-day operations of the HR department and all other related tasks, responsibilities and projects, as needed or assigned

WHAT WE ARE LOOKING FOR

- Minimum 2 years' relevant human resources experience
- Minimum 1 year of relevant communications experience in Internal Communications, Employee Communications, or similar role
- Working towards or completion of a degree, diploma or certificate in Human Resources
- Good working knowledge of systems, resources and tools used in HR information management, experience with UKG HR information system would be considered an asset
- Proficient systems knowledge and experience with MS Office (Word, Excel, PowerPoint)
- Experience in a professional services environment considered a strong asset

WHAT YOU BRING

- Ability to work effectively both independently and as a contributing member in a team environment
- Excellent organizational skills with a strong attention to detail to produce high quality and accurate work
- Strong communication and interpersonal skills with the ability to listen effectively and respond appropriately with individuals at all levels of the Firm
- Strong writing skills including grammar, spelling, editing and proofreading skills
- Ability to manage sensitive and confidential information; demonstrated commitment to employee privacy and confidentiality
- Ability to take initiative as well as follow instructions
- Ability to handle multiple tasks or projects simultaneously; set and shift priorities to align with frequent changes in a fast paced, dynamic work environment
- Positive and engaging attitude with the ability to work calmly under pressure and doesn't get frazzled easily
- Demonstrated integrity, flexibility, professional judgement and collaborative approach to work
- Roll up your sleeves attitude – no job is too big or too small!

WHAT WE OFFER

Our people are the heart of our firm – we say it often and with good reason. It is only through our people's skills, ambition, dedication and hard work that we can deliver the excellent level of client service our reputation is built upon. While our expectations are high – so are our rewards. Our generous competitive compensation package is just one component of our total rewards package.

Compensation + Benefits

- Competitive salary with structured annual reviews
- Extended health and dental coverage
- Employee and family assistance program
- Maternity/Parental leave top up plan
- Life and accidental death and dismemberment insurance
- Short- and long-term disability insurance
- Paid or banked overtime
- Vacation time, sick time and personal time allotment

Work Perks

- Firm social events
- Casual day every Friday
- Continuing education/tuition allowance
- Group RRSP plan with matched contributions

Work / Life Integration

- Robust health and wellness program annual subsidy
- Sports teams
- Recognition of service milestones
- Personal days to help balance outside commitments

WHO WE ARE + HOW WE WORK

We are a dynamic and diverse group of highly skilled people working together to deliver excellent service to our clients. When you join our firm, you join a culture of excellence, collaboration, camaraderie and respect. We're a great place to grow your career.

Our core values focus on developing a diverse, inclusive and respectful workplace that encourages and supports differences and promotes innovative perspectives. We are committed to maintaining and expanding the diversity of our firm's lawyers and staff and creating an inclusive environment in which everyone can flourish.

APPLY

This is an excellent opportunity to join a dynamic firm that values innovation, initiative and resourcefulness. Are you a motivated and creative team player? Do you think the fast-paced hands-on role we have described would be a perfect fit for your skillset?

If so, we cannot wait to meet you and invite you to submit your resume by email to Andrea Kotzo.

Andrea Kotzo
Human Resources Manager
E: akotzo@harpergrey.com
P: 604.895.2906

We encourage applications from all qualified candidates, including those with disabilities. Accessibility accommodations can be made confidentially throughout all stages of the recruitment and selection process by contacting Andrea Kotzo.

We will carefully consider your application during the initial screening and will contact you if you are selected to continue in the recruitment process. We thank all interested applicants, however, only those under consideration will be contacted.

** If this job isn't for you, perhaps you have a friend who would be a perfect fit. Send them this link. Thanks!!*