



Position: Human Resources Coordinator

Start Date: As soon as possible

Location: 1 Donald Street, Ottawa at the Rideau Sports Centre (RSC), The Bridge Public House (TBPH), Sport & Social Club (SSC)

Status: Full-time, 40 hour per week

Compensation: Based on experience

Application Deadline: Monday, July 12 at 6pm

Job Summary

The Human Resources Coordinator will support all three organizations as needed. The HR Coordinator will report to the Chief Financial Officer (RSC and TBPH) and the Director of Operations (SSC). This position will play a key support role in all three organizations and complete the day-to-day human resources initiatives as required.

Duties and Responsibilities:

- Complete onboarding process from start to finish, including job postings, interviews, hiring paperwork, onboarding and coordination of training with management team.
- Organize and document all employee files.
- Maintain the highest level of confidentiality.
- Assist with recruitment and selection process of new employees at all levels.
- Handle employee inquiries regarding payroll and benefits.
- Assist in all administrative tasks pertaining to training, paperwork completion and employee files.
- Work with respective managers to determine staffing needs and prepare accordingly.
- Assist managers in performance management process.
- Assist in health and safety matters for all three organizations.

Qualifications:

- Completed post secondary school, preferably with a focus in Human Resources.
- Minimum 2 years experience in Human Resources Generalist position
- Bilingualism is considered an asset

Skills Required:

- Highly organized and maintains a high level of professionalism at all times
- Advanced technological skills in Microsoft Office 365 software
- Exceptional verbal and written communication skills
- Strong ability to establish relationships
- Strong interpersonal skills

Rideau Sports Centre, The Bridge Public House and Sport & Social Club are inclusive employers in every way and are committed to providing accommodations for people with disabilities. If you require an accommodation, please notify hiring manager and we will work with you to mutually address your needs.

Please email us your resume and cover letter to hiring@rideausportscentre.com. We thank everyone that applies, and will be reaching out to only those successful selected for an interview.