Human Resources Coordinator

18 – 24 month contract

Sudbury, ON

TESC is seeking a Human Resources Coordinator to join our team on a temporary full-time basis to provide support for an anticipated 18–24-month term.

This is an excellent opportunity for an HR professional looking to gain broad, hands-on experience across recruitment, onboarding, employee relations, benefits administration, reporting, and HR projects. Working closely with the HR Manager, you'll play an integral role in supporting our employees and helping deliver exceptional HR programs across the organization.

What You'll Do

- Coordinate recruitment activities, including job postings, candidate screening, and interviews.
- Maintain and update job descriptions.
- Prepare new hire packages and facilitate employee orientation.
- Collaborate with departments to ensure a seamless onboarding experience.
- Respond to employee and manager inquiries regarding HR programs, policies, and processes.
- Administer employee benefits, pension plans, and Employee Assistance Programs (EAP).
- Process vacation requests and maintain attendance and absenteeism records.
- Maintain accurate employee records while ensuring confidentiality.
- Support the administration of performance management and employee development programs.
- Assist with organizational development initiatives and HR projects designed to enhance employee experience.
- Prepare reports, analyze HR data, and create organizational charts.
- Draft and edit internal and external communications.
- Complete government reporting requirements, surveys, and compliance documentation, including immigration-related paperwork.
- Represent TESC at career fairs, networking events, and community initiatives.
- Participate in special events, social activities, and wellness programs that support our company culture.

What You Bring

- University degree or College diploma in Human Resources, Business, or a related field.
- Minimum 1 to 3 years of human resources experience.
- Working knowledge of HR practices, employment legislation, and HR administration.
- Experience in the construction industry is considered an asset.
- Ability to manage confidential information with professionalism and discretion.
- Proficiency with Microsoft 365 applications, including Outlook, Excel, Word, PowerPoint, and Teams.
- Strong administrative, reporting, and document management skills.
- Experience using social media platforms for recruitment is considered an asset.
- Experience with Visio is considered an asset.
- An excellent communicator with strong interpersonal skills.
- Highly organized and able to manage multiple priorities in a fast-paced environment.

- Detail-oriented with exceptional accuracy and follow-through.
- Analytical and resourceful when solving problems.
- Customer-focused and able to work both independently and collaboratively.

Salary Range: $63,474 - $74,675. Salary will be determined based on relevant experience, qualifications, and demonstrated capabilities.

TESC is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, accommodation is available throughout our recruitment process for applicants with disabilities.

READY to build your career with TESC? Apply today at careers@tesc.com