

# SeaStar Solutions

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<b>Job Title:</b>	Human Resources Coordinator
<b>Job Purpose:</b>	Supporting various Human Resources functions, this position will be responsible for collecting, inputting, tracking HR data and will be expected to produce reports while ensuring data accuracy. Also, the HR Coordinator will support direct operations by providing recruitment services and assistance in health and safety initiatives
<b>Reports To:</b>	Human Resources Generalist
<b>Direct Reports:</b>	N/A
<b>Version:</b>	June 25, 2018

## Education & Experience

- Degree or diploma in Human Resources Management, Business, or a related discipline is required.
- Two years' experience in Human Resources

## Responsibilities

- Processes enrollments, updates and terminations into the employee benefit programs, such as MSP, extended health & dental, Short Term & Long Term Disability claims management, Life Insurance, Pension and RRSP, Workforce Now, ADP, Vista & Headcount
- Reconciles monthly invoices of benefits programs; identifies discrepancies and reconciles accordingly which includes Cameron IP and Wilson Elser invoices
- Responsible for full cycle hourly recruitment
- Conducts new hire orientations for hourly and salary new hires, issues new hire paperwork, data entry and employee ID badges and is responsible for creating new hire packages as needed.
- Responsible with the filing of highly sensitive documents.
- Prepares and maintains employee files and electronic employee files.
- Prepares reports from HRIS systems
- Prepares and distributes internal correspondence and announcements
- Assists in facilitating health and safety initiatives
- Reception back up during shift differences. Helping reception by answering phone calls and e-mail questions and requests. Mail run between all buildings daily.
- In charge of all the company keys for all the departments
- Filing patent application e-mails
- Distributing NDA template requests

- Issuing safety shoes and glasses vouchers for all employees
- Spear heading projects such as the yearly Christmas gala
- Completes additional job duties and assignments up to 10% of the time.

#### Skills & Abilities

- Strong problem solving and decision making abilities.
- Well-developed organizational skills with the ability to manage a variety of tasks.
- Strong proficiency with MS Office programs including: Word, Excel, Access, Outlook and PowerPoint; and, the ability to learn other applications quickly.
- Excellent verbal and written communication skills in English.
- Ability to work well independently and as part of a strong team.

#### Things to Know & How to Apply?

- Occasional travel maybe required.
- SeaStar Solutions is an equal opportunity employer.
- If you are interested in this position, please send your cover letter and resume to [hr.canada@seastarsolutions.com](mailto:hr.canada@seastarsolutions.com) with the subject: 2018-008.
- Relocation assistance is not provided for this role.
- Only applicants legally eligible to work in Canada should apply. No foreign applicants will be sponsored.
- We look at each resume in detail, so please be sure to review the job description and highlight your experience in relation to this role.
- All candidates will be updated on the status of their application.

To find out more about SeaStar Solutions, please visit our company website at:  
[www.seastarsolutions.com](http://www.seastarsolutions.com) or <http://canada.seastarsolutions.com/careers/>