

Credential[®]

Credential Financial Inc. (**Credential**) is a national wealth management firm providing MFDA and IIROC dealer services, online brokerage, and insurance solutions to over 225 organizations and more than 1,300 advisors. Our mission is to empower positive growth through wealth management leadership, valued advice, and outstanding service—for our partners, for their people, and for ours.

We are looking for a team-oriented, service-driven **Human Resources Coordinator**, with experience in a fast paced environment, to help coordinate and administer HR programs and activities.

Reporting to the Director, Human Resources, the HR Coordinator provides support for the Human Resources department through recruitment and onboarding, HR administration, employee services and department projects. A large focus of this role will be on the development, coordination and execution of the recruitment process. This means participating in all stages of recruitment including advertising, pre-screening, short-listing, phone interviews and reference checking, while working in close partnership with both the business, and HR Business Partners.

Expected Contributions:

- Collaborate with hiring managers and the HR Business Partner to build and execute effective sourcing strategies
- Review and assess job descriptions in conjunction with the HR Business Partners
- Design and develop customized advertisements
- Conduct phone interviews, effectively screening candidates for technical and cultural fit
- Complete reference & background checks
- Use social and professional networking sites to identify and source candidates as required
- Proactively provide ongoing and consistent updates to HR business partners and hiring managers
- Maintain Applicant Tracking System (Ceridian)
- Prepare offer letters and new hire packages
- Maintain onboarding materials and prepare all new hire onboarding kits
- Provide support to employees on general HR inquiries and administrative requests, escalating to HR Business Partners as required
- Prepare and maintain electronic and paper-based employee files, including follow up on missing documentation and archiving, as required and in compliance with regulations
- Ensure data integrity of HR spreadsheets
- Create organizational charts and prepare other reports as requested
- Coordinate training by managing invites and attendance, including venue booking, catering, sending pre-work/follow ups for employee and manager training initiatives
- Participate in department projects and process improvement initiatives as required

Experience and Skills Required:

- 1-2 years administrative experience in HR
- Post-secondary degree or diploma in HR
- Demonstrated proficiency in completing recruitment & selection processes
- Knowledge of job market trends and recruitment best practices
- Experience using an HRIS and/or Applicant Tracking System is an asset
- General knowledge of Human Resources theories, practices, legislation and resources
- Strong working knowledge of Microsoft Office Suite i.e. Outlook, Excel & Word
- Previous experience in the financial services industry or credit union environment is an asset
- Committed to service excellence with the ability to build and maintain strong working relationships
- Ability to exercise discretion and handle highly sensitive and confidential information
- Extremely detail oriented and accurate
- Confident, thoughtful and articulate communicator with listening, interpersonal and writing skills
- Solid organizational and time management skills

Credential®

- Innovative, results-oriented and process driven, with high expectations of self and team

A career with Credential means being part of an organization dedicated to your success. It means belonging to a group of talented individuals who live our values—partnership, innovation and community—every day. Our amazing people and dynamic culture and an exceptional rewards and benefits package are the essence of what sets Credential apart.