



HR Recruitment Coordinator

The Pod Group

Full-Time | Richmond Hill, ON

Lead. Innovate. Grow.

The Pod Group is an HR consulting firm that provides Strategic HR services for clients in various industries including community-based organizations, engineering, manufacturing, services and health-related industries. We provide HR expertise in a number of different capacities, including day-to-day HR, performance management, document development, policy development, labour negotiations, training, succession planning, performance management, recruitment and Strategic Planning and Operations planning.

PG is growing and is in search of talent to join our team. This is an excellent entry-level growth opportunity for candidates who are looking to add valuable experience to their resumes and capitalize on their HR education. The incumbent will be working with our key clients and will be required to work at client sites in the GTA and various locations across southern Ontario.

POSITION OVERVIEW & RESPONSIBILITIES:

While the primary focus for this role is to manage the full-cycle recruitment process for clients in support of building competitive organizations, the position will also include:

- Support a number of HR-related assignments/projects including research, analysis, recruitment, and day-to-day HR administration. Examples include: Creating policy manuals, standardizing new hire documents, developing/implementing orientation programs, supporting performance management, etc.
- Utilize a strong academic background in HR to drive process and system improvement in managing Labour Relations and Union aspects aligned with documentation, grievances, and policy administration.
- Develop and implement a Recruitment Strategy for our client with the intent to build a campaign, system and overall process to generate an on-going pool of candidates.
- Implement a hiring and interview process to ensure our client utilizes tools in assessing and selecting candidates.
- Support payroll- and benefit-related projects as part of the client's portfolio.





- Support other key HR assignments that may include H&S, Performance Management, Compensation Reviews, etc.
- Partner to develop, build, and implement a social media strategy focused on PG's target market of small to medium sized organizations across multiple industries - Establish a brand presence with an emphasis on building strategic HR partnerships.
- Employ highly effective interpersonal, communication and presentation skills in reaching out to potential clients in understanding their needs while developing solutions for implementation.
- Assertively search for opportunities to open doors, talk with clients, understand needs, and partner to provide innovative solutions for HR consulting
- Implementation and management of recruitment strategies for clients - fill client requirements while engaging in dialogue to understand the opening and ultimately driving new solutions - Coordinate and lead recruitment efforts to find top talent for clients.

KEY SUCCESS FACTORS:

- Bachelor's Degree or Diploma in Business - must be in the process of pursuing or completing CHRP - exposure to marketing and technology would be considered a strong asset.
- Outgoing, professional and assertive in communication with an emphasis on building and supporting client relationships.
- Highly effective communication, interpersonal and presentation skills.
- Strong skills in social media - i.e., Facebook, LinkedIn, Instagram, etc. Experience in web design would be an asset!
- Tech savvy with a flair for creativity, innovation and design.
- A true passion for People, HR and building organizations!
- Self- motivated, ambitious and entrepreneurial – with excellent organization / multi-tasking skills.

Candidates can expect to grow with increasing responsibility. The position will require some travel to various clients in the GTA and across Ontario.

We're excited to talk with you about the opportunity to join our team! Please contact Lannie at lannie@podgroup.ca for further information – we welcome an exploratory discussion with all those that have an interest and present their resume. For additional information on our services or other open opportunities, please visit our website at www.podgroup.ca.

