

Human Resources Coordinator

Family-owned business with a proud legacy of excellence dating back to 1955. As a world-class manufacturer of high-performance and decorative doors, frames, and windows, our mission is to deliver innovative solutions that meet the evolving needs of our clients while maintaining a commitment to quality, precision, and design. Together, we are shaping the future of door hardware manufacturing with innovation, integrity, and craftsmanship.

This position requires the individual to be onsite five (5) days a week, Monday - Friday.

We value potential as much as experience. If you believe you can bring value to the team, even if your background doesn't align perfectly with the job description, please apply.

About the role

Under the direction of the Director, Human Resources, the Human Resources Coordinator supports the day-to-day operations of the HR department by providing administrative and operational support across recruitment, onboarding, employee records management, and training initiatives. This role plays a key part in ensuring compliance with company policies, collective agreements, and applicable employment legislation while delivering a high level of service to both unionized and non-unionized employees.

What you'll do

- Coordinate and support full-cycle recruitment for unionized and non-unionized positions, including drafting and posting job advertisements, screening resumes and coordinating interviews, communicating with candidates and hiring managers and conducting reference checks and preparing offer documentation.
- Support onboarding logistics for new hires, ensuring a smooth transition into the organization.
- Maintain recruitment tracking and ensure timely updates in HR systems.
- Manage the full onboarding process, including preparing onboarding materials and employment documentation, coordinating and delivering orientation sessions and new hire schedules and ensuring completion of all required forms and training.
- Support employee engagement and recognition initiatives.
- Maintain accurate and confidential employee files and documentation (digital and physical).
- Assist in the development and implementation of and ensure compliance with company policies, collective agreements, and legislative requirements.
- Support payroll administration through data verification and documentation accuracy.
- Assist with audits, reporting, and HR data integrity initiatives.
- Support the coordination and administration of training and development programs, including scheduling training sessions and tracking participation, assisting in the development of training materials and resources.
- Collaborate with managers to support leadership development and employee learning initiatives.
- Support consistency and compliance in HR processes within a unionized environment.
- Respond to employee inquiries and provide guidance on HR policies and procedures.
- Contribute to continuous improvement of HR processes and systems.
- Work collaboratively and safely with colleagues in cross-functional roles and departments for related projects.
- Other related duties, as assigned.

Qualifications

Diploma in Business Administration, Human Resources, or a related field

AND

Some experience in human resources is an asset

- Knowledge of Ontario employment legislation and labour laws for compliance requirements.
- Knowledge of how to use HR systems. Knowledge or experience in using Rippling is a strong asset.
- Experience delivering HR services in a private company, preferably in a unionized environment is an asset.
- Experience managing full cycle talent acquisition, including onboarding programs.
- Experience providing guidance to managers and employees.
- Experience using Microsoft office and data tracking tools.
- Experience researching and drafting reports.

WORK CONDITIONS:

- Extensive computer use and may involve long periods of sitting.
- Extensive mental effort to analyze information and prepare written materials.
- Some relationship management with stakeholders.

This temporary position is to fill an existing vacancy until October 2026.

Why Join?

- Competitive Salary of \$54,000 to \$60,000
- Paid time off and a supportive work environment
- Great development opportunity for learning HR in a fast-paced environment
- Work with a team that values family, tradition, and excellence

How to apply:

Send an email to esjobs@ysb.ca and be sure to include the following:

- Your full name
- The name of your YSB Employment Services Case Worker
- The Job Title of the opportunity you are applying to
- A short paragraph on how your skills match the job posting
- An updated resume that is tailored to the job that you are applying to