

## HR Coordinator

<b>Reports to:</b>	Director of Corporate Services
<b>Hours of Work:</b>	20 hours per week
<b>Work schedule:</b>	Day shift, with flexibility for occasional weekends and evenings

Grace Village is a non-profit organization committed to providing essential nursing care for seniors, many of whom have experienced a loss of autonomy. In our Grace Village care pavilion, we strive to provide a rewarding, team-based work environment that maximizes our staff's skills and experience. Grace Village is committed to quality and unparalleled customer service in all aspects of resident-centered care.

### Description of the Role:

The HR Coordinator is responsible to professionally plan and complete HR activities at Grace Village including recruitment, onboarding, training and development, employee relations and administration ensuring compliance with all regulatory requirements and standards.

The HR Coordinator actively promotes a healthy workplace in order to attract and retain qualified employees and supports Grace Village leaders in upholding a high standard of employee relations & engagement.

The HR Coordinator plays an integral role in supporting employees at all levels by providing programs and resources with the goal of increasing employee resilience in an environment that supports the physical, emotional and spiritual needs of our residents, as well as our employees.

### Requirements, Skills and Abilities:

- Bachelor's degree in business or management or equivalent work experience
- Minimum of 2 years administrative office experience, HR support, or equivalent
- Excellent verbal and written communication skills (English & French)
- Strong problem solving and decision-making skills with an understanding of employee relationships, staffing management, and recruitment
- Strong computer/technical skills; advanced proficiency in Microsoft Office, Outlook, and Teams
- Strong interpersonal skills; ability to deal effectively with all position levels within the organization, as well as external customers
- A high degree of initiative and a strong customer service orientation
- Ability to maintain confidentiality and exert discretion, especially as related to HR/payroll matters and employee records
- Working knowledge of the payroll process (an asset)
- Strong administrative skills; excellent writing, spelling, and proofreading skills
- Ability to work well independently with minimal oversight and as part of a team
- Highly organized and detail-oriented
- Professionalism and commitment to quality and continuous improvement
- Ability to prioritize and delegate appropriately
- Ability to compile, organize, and analyze data from various sources
- Ability to prepare, track and prioritize departmental records and related information



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Our mission is to provide Excellent, Loving and Compassionate Care to seniors in our community. If you would like to join our team, please submit your CV to Grace Village for consideration to [rh@masscom.ca](mailto:rh@masscom.ca).

We thank all those who apply, however only those selected for an interview will be contacted. Grace Village applies an equal access to employment program.