



WE'RE HIRING! FIGR IS LOOKING FOR A NEW HUMAN RESOURCES COORDINATOR!

Working closely with the Human Resources Manager the Human Resources Coordinator will be responsible for providing day-to-day employment functions including recruitment, onboarding, training and development, payroll, performance management and employee relations.

Regular Duties:

- Assists with full-cycle recruitment including creating job ads, coordinating interviews, and performing background checks.
- Handles onboarding of new employees including training new staff on company policies and procedures.
- Owns accuracy of employee files and processing of employee changes across various platforms.
- Coordination of the organizations group benefit plan including entering and terminating employees with insurance carrier and making changes in carrier system as required.
- Responds to routine inquiries and provides information and assistance with a variety of employee and management questions.
- Assist with analysis of human resource analytics and metrics where needed or appropriate.
- Supports employee engagement and retention through HR best practices.
- Assists the HR manager in the development and execution of a training and development plan and performance management program.
- Assists with preparation of bi-weekly payroll.

Qualifications:

- A degree and/or diploma in Human Resources
- Minimum 2 years' experience in an HR role
- Experience using an HRIS is considered a strong asset
- Outstanding attention to detail, partnered with strong administration and organization.
- Exceptional communication and interpersonal skills, including the ability to build and maintain good working relationships with all departments and levels.
- Sound judgement and analytical thinking that enables decision making, ability to manage projects and prioritize and manage timelines.
- Self-reliance, with the ability to take initiative and make decisions under time constraints.

Qualifying individuals must be capable of working in a fast-paced environment. We are in a rapidly evolving industry and we are growing quickly, therefore this team member must be flexible with helping in other areas as needed. The ability to learn quickly and react to change is viewed as a very strong asset.

Salary and Benefits:

Wage: To be negotiated

Hours: Full Time Permanent Position

The successful candidate will be entitled to join our shared medical benefit plan, as well as a set number of vacation and sick days annually. More information on the medical benefits plan can be provided during the interview process.

If interested in this position, please send resumés to jobs@figr.com by May 19, 2019.

Please note that only successful candidates will be contacted.