

Human Resources Coordinator



Closing date: September 1, 2025



Permanent Full-time



Comprehensive Benefits Package



Salary: \$70,000 to \$90,000 annually



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www.senhosp.ca/careers

Sensenbrenner Hospital is proud to be an Equal Opportunity Employer. We welcome and encourage applications from all qualified individuals including women, indigenous peoples, persons with disabilities, and members of visible minorities. Accessibility accommodations are available upon request to ensure support throughout the recruitment process, employee onboarding, and employment experience. Please do not hesitate to ask should you require any accommodations



Key Responsibilities

- Ensure effective and efficient administration of Human Resources practices.
- Provide support related to Hospital policies and procedures, Human Resources programs and applicable legislation.
- Maintain the highest degree of confidentiality and professional discretion.
- Recruitment and Talent Acquisition, including but not limited to the coordination of job postings, screening, interviews and background checks.
- Assist in the coordination of new hire onboarding and orientation.
- Assist in generating reports and tracking analysis.
- Promote a positive and collaborative work environment.
- Assist with leave of absences and disability case management as required.
- Support various Human Resources projects and initiatives at the Hospital.
- Participate in various committees throughout the Hospital.
- Maintain current knowledge of provincial legislation relating to Employment Standards, Human Rights, Workplace Health and Safety, and Labour laws.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree in Human Resources Management or related discipline is preferred. Diploma in Human Resources or Business Management may be considered along with other relevant degrees or diplomas deemed suitable.
- CHRP designation would be considered an asset.
- Excellent communication, interpersonal and organizational skills.
- Must be able to provide services in both French and English.
- Must hold a valid driver's license and use of own vehicle.