



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/18

## Human Resource Coordinator

<b>Job ID</b>	<b>E0-77-7C-EF-39-2C</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=E0-77-7C-EF-39-2C">https://careers.indigenous.link/viewjob?jobname=E0-77-7C-EF-39-2C</a>	
<b>Company</b>	PHL Distributions Inc.	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2024-07-09	To: 2025-01-05
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$37.00 Per Hour For A Minimum Of 35 Hours Per Week. Overtime:1.5 Times The	
Wages After 44 Hours Per		
<b>Languages</b>	English	

### Description

Responsibilities:

- . Coordinate HR processes, including recruitment, onboarding, and off-boarding.
- . Schedule interviews and meetings, and assist with candidate communication.
- . Assist with the preparation of HR documents, namely, Occupational classifications, draft job descriptions, offer letters, and contracts.
- . Advise employers and employees on the interpretation of human resources policies, compensation and benefits programs and collective agreements.
- . Process employee changes, such as promotions, transfers, and terminations.
- . Assist with employee relations issues and inquiries.
- . Organize staff consultation and grievance procedures
- . Oversee payroll administration.
- . Coordinate employee training and development programs.
- . Coordinate employee performance appraisal programs.
- . Assist with HR compliance tasks, including record-keeping and reporting.
- . Provide general administrative support to the HR team.
- . Input and maintain accurate employee data in HRIS including personal employee information, compensation, job, termination, and performance review status, etc.
- . Liaise with Finance (Payroll) on employee changes, new hires and terminations.
- . Assist with special HR projects and initiatives as needed.

Benefits and Perks:

- . Health and Wellness Benefits: We offer comprehensive health insurance plans, including dental and vision coverage, to keep you and your family healthy.

### Experience

1-2 years

### Education Requirements

Bachelor's degree in Human Resources, Business Administration, or a related field preferred.

### Essential Skills

Proven experience as an HR Coordinator or similar role.

Knowledge of HR processes and best practices.

Proficiency in Microsoft Office Suite (Word, Excel, and Sharepoint) and HRIS software (HUMI or Workday is preferred).

### Additional Skills

Strong organizational and time management skills.

Excellent oral and written communication and interpersonal skills.

Ability to work independently and multitask.

Knowledge of QuickBooks is considered an asset.

**How to Apply**

Interested candidates may apply via email to: [hrhiring@phldistributions.com](mailto:hrhiring@phldistributions.com)

# Job Board Posting



Date Printed: 2024/07/18

## Human Resource Coordinator

<b>Job ID</b>	<b>59F4A2B43A891</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=59F4A2B43A891">http://NewCanadianWorker.ca/viewjob?jobname=59F4A2B43A891</a>	
<b>Company</b>	PHL Distributions Inc.	
<b>Location</b>	Toronto, Ontario	
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# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/07/18

## Human Resource Coordinator

<b>Job ID</b>	<b>11F8726DF663D</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=11F8726DF663D">http://NoExperienceNeeded.ca/viewjob?jobname=11F8726DF663D</a>	
<b>Company</b>	PHL Distributions Inc.	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2024-07-09	To: 2025-01-05
<b>Job</b>	Type: Full-time	Category: Human Resources
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