



# 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.Link's 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  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/16

## Human Resource Coordinator

|                       |   |                           |
|-----------------------|---|---------------------------|
| <b>Job ID</b>         | <b>C1-B7-8C-E6-CD-6A</b>  |                           |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=C1-B7-8C-E6-CD-6A">https://careers.indigenous.link/viewjob?jobname=C1-B7-8C-E6-CD-6A</a> |                           |
| <b>Company</b>        | Nurse Next Door   |                           |
| <b>Location</b>       | Mississauga, Ontario  |                           |
| <b>Date Posted</b>    | From: 2024-03-11  | To: 2024-09-07            |
| <b>Job</b>            | Type: Full-time   | Category: Human Resources |
| <b>Job Start Date</b> | As soon as possible   |                           |
| <b>Job Salary</b>     | \$ 36.06 per hour for a minimum of 30 hours per week.   |                           |
| <b>Languages</b>      | English   |                           |

### Description

At Nurse Next Door, 2566 Rugby Rd Mississauga, ON L5B1T2 we help seniors stay in their homes for as long as they choose by caring, connecting and helping them continue doing what they love most. We urgently require a Human Resource Coordinator who will be responsible for developing, implementing and monitoring human resources programs. You will be required to provide leadership and strategic planning and use your experience to hire, train and retain quality staff, encourage longevity, take on new challenges to provide the strength to keep the business growing.

Job Type: Permanent, full-time position.

Overtime: applies after 44 hours per week at 1.5 times the wage.

### Experience

3-5 years

### Education Requirements

Diploma or degree in human resource management or any related field like business administration.

### Essential Skills

- Establish objectives and formulate policies and programs.
- Plan, development and implement recruitment strategies.
- Advise employers and employees on different policies like compensations, benefit programs etc
- Identify detailed personnel needs for various positions
- Organize and manage the hiring and training of staff.
- Coordinate the off boarding including exit interviews.
- Provide training that will enhance performance, development and career opportunities for the staff.
- Manage employee grievances and terminations.
- Oversee payroll administration.
- Participate & maintain active community relations and involvement.
- Ensure employee motivation, training & development, wage administration and compliance with established labour regulations.
- Define and implement policies and performance standards.
- Maintain an open-door policy and encourage all team members engagement and empowerment.
- Hire and oversee the training of staff.

### Additional Skills

- Strong strategic planning and quality management skills.
- Exceptional leadership skills to foster growth, increase effectiveness & improve productivity and profitability.
- Effective decision-making skills are crucial to weighing the costs and benefits of various options and determining the best course of action to achieve company goals;
- Strong leadership & professional image.

### How to Apply

To be considered for this position please email resumes to [jobsnursenextdoor749@gmail.com](mailto:jobsnursenextdoor749@gmail.com)

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| <b>Job ID</b>         | <b>E0DB593A8F06E</b>  |                           |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=E0DB593A8F06E">http://NewCanadianWorker.ca/viewjob?jobname=E0DB593A8F06E</a> |                           |
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# Job Board Posting

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

Date Printed: 2024/05/16

## Human Resource Coordinator

|                       |   |                           |
|-----------------------|---|---------------------------|
| <b>Job ID</b>         | <b>1FED8E07C28F5</b>  |                           |
| <b>Web Address</b>    | <a href="http://NoExperienceNeeded.ca/viewjob?jobname=1FED8E07C28F5">http://NoExperienceNeeded.ca/viewjob?jobname=1FED8E07C28F5</a> |                           |
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