



Job Posting

About the CFPC

Representing more than 40,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Vision: Leading family medicine. Improving lives.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

We are recruiting for a Human Resources Coordinator

Posting #:	2022-33
Department:	Human Resources
Division:	Corporate Services
Reports to:	Manager, Human Resources
Classification:	Support Staff
Status:	Permanent
Job Family:	Professional Knowledge Worker
Full Time Equivalent:	1.0
Bilingual (English/French):	No

Summary

The Human Resources (HR) Coordinator provides operational support to the HR team by assisting with the delivery of HR programs, processes, and services across the organization. This role requires hands-on involvement in many aspects of HR including recruitment, learning and development, health and safety, HR systems, reporting and analytics, and special projects.

Main Responsibilities

Essential Duties

Recruitment and Onboarding

- Support recruitment activities as needed including postings, applicant screening, developing interview guides, participating on interview panels, test coordination, and reference checking
- Coordinate agency placements as needed
- Assist with the preparation of orientation materials

Learning and Development

- Coordinate learning and training registrations
- Update applicable HR systems upon receipt of certificates of completion
- Purchase and monitor training credits from external vendors
- Maintain health and safety training records

HR Systems and Reporting

- Gather statistical data to be able to formulate required reports
- Prepare regular and ad-hoc reports and analytics to support and monitor HR program strategic business decisions and processes for continuous improvement
- Prepare and analyze HR surveys and event evaluations
- Provide backup to the HR Systems Specialist for benefits administration and updates to provider systems
- Provide back-up and ongoing support to the HR Systems Specialist including data entry into the applicable HR system to ensure accurate and complete information and reporting is available

Administration and Special Projects

- Update and maintain HR pages on company intranet (i.e., SharePoint)
- Create, update, and maintain on-line session sign ups on SharePoint or other platforms
- Provide back-up to the HR Systems Specialist for updates to the organizational chart using Visio
- Create and maintain HR forms
- Prepare letters, memorandums, and other documents as required
- Assist with drafting HR related correspondence, preparation and distribution of documents, presentations and other materials as needed
- Responsible for file management of HR records
- Maintain departmental inventory of supplies for programs such as Employee Recognition Program and reorder supplies through Facilities as needed
- Coordinate and maintain the Employee Recognition Program (ERP) voucher requests including the log and issuance of items
- Assist with the coordination of the annual Employee Appreciation Day event in March
- Assist with the coordination of annual service awards in December
- Assist with the coordination of wellness programs and registration process
- Event coordination including creation of promotional material
- Maintain and distribute monthly L&D and events calendar
- Conduct HR audits as required for system security

Requirements

- Bachelors degree in Arts, Sciences, Business Administration, or Commerce
- 3 years relevant experience including experience with HRIS systems and survey tools
- Professional designation (CHRP or CHRL) through the Human Resources Professional Association (HRPA)
- Member in good standing with the HRPA
- Intermediate level knowledge and ability with MS Office (Word, Excel, Outlook, PowerPoint)

- Advanced organizational and time management skills
- Ability to navigate ambiguity and change
- Solutions focused with ability to use sound judgement
- Advanced attention to detail with ability to use sound judgement

Working Conditions

This role is based in Mississauga and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time. On February 17, 2022, the Executive Team announced the decision to explore becoming a fully remote, and nationally distributed organization. We are aiming for February 2023 as the date to finalize a decision in this regard. There is much work to be done, including the assessment of which roles, if any, require in person attendance going forward. In the interim, staff work remotely (or work in our office in Mississauga). Attendance in the office and at offsite meetings is voluntary during the pandemic, although there may be policies and/or procedures that require regular in-person attendance introduced in the coming weeks. Unless otherwise identified, all new employees and internal employees who apply for new positions will be expected to commute to our office in Mississauga at their own expense if required to do so.

If you share our passion, and are committed to living our CFPC Values

please submit a cover letter and your résumé referencing the posting# 2022-33 to: careers@cfpc.ca by June 27, 2022.

The CFPC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity or expression. The CFPC is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.

We thank all those who apply but only those selected for further consideration will be contacted.