**POSITION**: Human Resources Coordinator

**REPORTING TO**: Human Resources Manager

**SALARY**: Compensation commensurate with education and experience

**TERMS OF EMPLOYMENT:** Permanent - Full Time

**LOCATION**: Charlottetown, PE

**POSITION DESCRIPTION**

Island Abbey Food Science Ltd. is an award-winning specialty food and natural health products manufacturer located in Charlottetown, PEI. We are an innovative company that has won global awards for creating patented honey processes.

The Human Resources Coordinator will take ownership of all administrative processes for the department with a focus on Recruitment. We are seeking a self-started who is organized, detail-oriented, and effectively manages workload under deadlines. Accuracy is essential in this role, as is the ability to multi-task and manage cyclical processes. If you thrive in a fast-paced, internal customer service environment, this could be the start of your next adventure!

**DUTIES & RESPONSIBILITIES**

* Perform the full cycle of recruitment for all positions which includes the development of job descriptions, postings, interviews, references, offers and on-boarding.
* Conduct exit interviews and report trends to management.
* Complete administrative processes for new hires, leaves, terminations, transfers, promotions etc.
* Coordinate immigration support activities
* Develop and implement systems and procedures for accurately managing employee files and HR documents including HRIS.
* Assist with the implementation of HR initiatives, programs, and policies.
* Perform other duties as assigned.

**REQUIRED EDUCATION & WORK EXPERIENCE**

* Completion of Post-secondary education in Human Resources Management combined with a minimum of 3 years’ experience with recruitment is required.
* High degree of accuracy and attention to detail
* Effective working both independently as well as within a team
* Ability to adapt to change and prioritize simultaneous projects.
* Proficient with Microsoft Office products.
* Positive approach to internal customer service
* Strong communication and relationship building skills.
* Proactive problem-solving, with an eye for process improvements

|  |
| --- |
| **WORK AUTHORIZATION:** |

Must have proof of eligibility to work in Canada.

|  |  |
| --- | --- |
|

|  |
| --- |
| **PHYSICAL ASPECTS OF POSITION (INCLUDES BUT IS NOT LIMITED TO)** |

This position requires the ability to:* Sit for an extended period.

**HOW TO APPLY** |

For consideration, applicants must email resume to: **HR@honibe.com**prior to **May 1, 2021.** Please include your CV and a Cover Letter that clearly demonstrates how you meet the criteria outlined above.

*We thank all interested applicants; however, only those candidates being considered for an interview will be contacted.*