



JOB TITLE: Human Resources Coordinator
DEPARTMENT: Administrative Support
REPORTS TO: Robert Charach, Principal & CEO
ALLOCATION: .75 (of full time equivalency)

JOB SUMMARY:

The Human Resources (HR) Coordinator facilitates the day-to-day operations of LCS Human Resources. This individual coordinates the administration of the human resource policies, procedures and programs of Linden Christian School. The HR Coordinator contributes to the accomplishment of Human Resources practices and objectives necessary to advance the Mission and Vision of Linden.

KEY HUMAN RESOURCE RESPONSIBILITIES:

- recruiting and staffing logistics (including issuance of IDs, keys, email addresses, requests for IT network access etc.);
- preparation of employment agreements and coordination of tasks associated with these agreements;
- coordinates and/or implements services, policies and programs related to staffing at LCS;
- maintains employee database;
- assisting with employee relations;
- compensation and benefits administration and recordkeeping;
- employee communications;
- employee safety, welfare, wellness and health reporting;
- coordinates the Manitoba Workplace Safety and Health Committee including logistics and record keeping;
- maintaining employee files and the HR filing system;
- day-to-day efficient operation of the HR office;
- other related duties as needed.

EDUCATION AND EXPERIENCE:

- education, certification or demonstrated experience in Human Resources;
- general knowledge of employment laws and practices;
- experience in the administration of benefits and compensation programs and other Human Resource programs;
- excellent computer skills in a Microsoft Windows environment, including Excel and database management and record keeping;

- effective oral and communication skills;
- evidence of the practice of a high level of confidentiality;
- Excellent organizational skills.

OTHER REQUIREMENTS:

- have a sincere love for Jesus Christ evidenced by lifestyle, including regular attendance at weekly church services;
- willingness to sign and adhere to LCS Statement of Faith and Lifestyle Commitment;
- provision of a Criminal Record Check from the Winnipeg Police Services or RCMP which affirms that the Vulnerable Sector Screening is clear;
- provision of evidence of clearance from the Child Abuse Registry Check;
- understanding of and adherence to confidentiality and privacy issues;
- enthusiastic support of the Mission, Vision and Core Values of Linden Christian School.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.