



Resource Excellence

Coordinator (HR Coordinator)

A unique opportunity to embrace technology, work in a team in a fast pace engineering office environment

Come work at a rapidly growing engineering firm that is staffed with industry experts, has great benefits, and prides itself on developing our people.

The Company

Planview Utility Services Limited is an engineering firm that provides engineering design, sub-surface investigation and geographical information related services to telecommunication companies and electric utilities. Our workforce is a mix of veterans of the industry and youthful enthusiastic technical resources. We have pride in our collegial culture and host multiple regular corporate sponsored social activities. Our embrace of the use of technology plays a large part in our success.

The Position

Initial responsibilities include administration activities for Company overall and our Markham office in particular; reporting to the Business Manager.

Such activities, responsibilities to include

- Support and administer employment related activities established by the Business Manager
- Assist with the documentation and development of internal operational policies and playbooks
- Support recruiting process including forms, job postings, interview process as needed
- Employee orientation and setup process
- Contract administration assistance for Division Leaders
- Assist with project analytics where possible
- Maintain and develop resource tools on Intranet site
- Maintain and continued development of Employee Handbooks
- Create, maintain and implement recurring working relationships with both internal and external resources
- Create and update reports on a weekly basis
- Support Executive Management as required.

- Proof-read documentation as required
- Other activities as required

Specific Requirements of the position

- Strong problem solving and troubleshooting skills
- Exceptional attention to detail
- Excellent communication skills to liaise with team, clients and management
- The ability to deal with multiple tasks and conflicting deadlines
- Showing initiative and friendly, positive attitude
- Proficient in working in G-suite, Microsoft Office, Word Processing, On-line databases and tracking tools
- Able to create pivot tables, charts, graphs and other detailed summaries within various tracking and Microsoft office type programs
- Valid Driver's License
- Strict confidentiality and privacy

Preferred Skills

- HR Generalist
- Certificate in Human Resources Management
- Pursuing CHRP certification

The Location

Planview Utility Services Limited has 3 offices – Markham, London and Ottawa. Our clients and their projects are based throughout the province. The reporting office for this position is in Markham Ontario and your work will be based out of this office. Travel, if any, will be minimal up to 5% of the time.

Why You Should Apply

If you like to work as a part of a team, interact with employees and clients, work in a team environment, receive competitive compensation, and be trained in current practices, then you should apply for this position.

Note

Planview Utility Services Limited is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Planview Utility Services Limited will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.