



## Coordinator – People and Brand

We'll be honest – we are looking for a **rockstar** to join our team...someone to help us continue creating amazing experiences for our people and communities. We are looking for someone to be an ambassador that exemplifies the very best of the spirit and culture that is Wesbild. What you will get is the best learning opportunity of your career and the opportunity to work alongside some of the best business leaders in the city. If you aspire to make a difference in the experience of others and believe in everyday excellence, then let's chat.

Key areas of work you will support is recruitment, communications and culture, HRIS and compliance. The work will range from traditional administrative tasks related to managing recruitment processes to policy work to creative projects that support new culture and communication programs we aim to implement with your help! The depth and extent to which you are involved in projects is directly related to your abilities. To be transparent, this is a coordinator role which means its primary focus is on executing administrative tasks which are critical to ensuring our projects are successful.

Key areas of work for this role:

- Support the recruitment and selection process by managing postings, conducting candidates screening, scheduling interviews, coordinating assessments or background references and other administration as needed.
- Assist in the planning and execution of the employee onboarding program including ongoing support to both managers and new team members throughout the onboarding process
- Support people related projects including Training & Development, Employee Engagement, Performance Management, Health & Wellness and Internal Communications
- Maintenance of employee data in HR systems
- Support projects that aim to better connect our people to each other and to the company operations. Examples include team offsites, company huddles, internal newsletters and communication systems (and whatever other creative ideas you may come up with).

If you enjoy variety in your work this role will be right up your alley. It has a wide spectrum of projects which require someone who enjoys building relationships with people and doing data-based computer work to event planning to brainstorming interesting and relevant stories for social media. This role is a hands-on role that supports Wesbild's people initiatives. While this role offers support to both human resources and brand/marketing projects, its primary support is to people programs.

What makes you the rockstar we are looking for?

- You have post-secondary education in **human resources, communications and/or marketing** disciplines or equivalent experience
- You are good with numbers and data analysis and know how to manipulate data in spreadsheet
- You are a **strong communicator and writer** – you have superior communication skills, both written and oral and, as such, it enables you to tell a story and adapt your style to fit the audience and topic content
- You are **technically apt** – You have strong Powerpoint and Excel skills; familiarity with an HRIS software is an asset (Ceridian Dayforce gets you bonus points!)

- You are a strategic **problem-solver** known for your **ability to get things done** – you are skilled at properly prioritizing the work in front of you and solving problems before they become barriers and you get things over the finish line
- You are a **creative thinker** – some of the best results stem from a team’s ability to think outside the box to identify innovative ideas and solutions...this is a natural strength you have.

This is a one-year contract position with the potential to convert to permanent opportunity in the future.

Interested? You know what to do.

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