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## **HUMAN RESOURCES / HEALTH & SAFETY COORDINATOR**

Hy-Mark Mechanical Ltd. is a leading provider of residential HVAC and Plumbing services. We serve homeowners, residential new construction builders and developers. Hy-Mark has locations in Guelph (Head Office), Owen Sound and London. Our roots date back over 25 years in the community.

If you are an enthusiastic team player, looking for your next career challenge and appreciate working in a face paced environment, and have a passion for people, team building, construction, continuous improvement, health & safety and compliance programs that support a safe work environment. We have a terrific opportunity for you!

Hy-Mark Mechanical Ltd. is currently seeking a **Human Resources / Health & Safety Coordinator** based in our **Guelph, Ontario** location.

### **Job/Position Summary:**

Reporting to the President and working with the senior management team the Human Resources & Health and Safety Coordinator is responsible for the coordination of employment relations questions, concerns with respect to Hy-Mark Team and to facilitate the success of the Team.

The ideal candidate will have superior people skills, be a highly organized and motivated individual with the ability to handle multiple initiatives at the same time. You will be a positive individual that is solution orientated, dedicated to providing the highest level of support in each interaction.

### **Responsibilities:**

- Assist senior management with team member recruitment and selection
- Conduct interviews and complete reference checks
- Draft offers of employment
- Maintain relationships with recruiters, colleges, university, trade organizations and other sources
- Provide orientation and onboarding to new team members
- Arrange for the distribution, tracking and collection of company assets
- Develop and maintain positive team member relationships
- Perform investigations when required
- Responsible for leading and guiding performance management and the review process
- Champion the development, implementation and review of policies and procedures
- Lead attendance management and reporting
- Exit management
- Maintain personnel files
- Assist with company benefits, wellness programs and employee appreciation and training events
- Work with providers to maintain and update the company's social media and website
- Continuously update the management team on changes to H&S and employment legislation, WSIB, labour laws and Human Resources procedures
- Ensure job site safety is maintained through site supervisor support and job site inspections
- Lead safety investigations and reporting determining root cause and make recommendations for improvement
- Work with external WSIB management consultants
- Lead return to work programs
- Arrange and deliver practical training required for the team

- Develop safety procedures with careful consideration of the OHSA
- Assist in annual update of H&S Policies and handbook
- Coordinate and maintain emergency response programs
- Responsible for AODA compliance
- Certified Management Member of Joint Health & Committee

#### **Qualifications & Requirements:**

- Post-secondary education in Human Resources, Health and Safety or a related field required.
- Minimum 2-3 years' experience providing HR/H&S support to business.
- Working knowledge of ESA, OHSA, and AODA etc. with demonstrated knowledge of all applicable laws and regulations governing employment.
- Certified JHSC Member is an asset.
- Knowledge and experience in construction is an asset.
- Excellent MS Office Suite skills.
- Competencies include dealing with difficult situations, analytical thinking, time management, thoroughness, and communication proficiency.
- Ability to speak with a high level of professionalism and present to individuals or groups.
- Exceptional attention to detail and committed to a high degree of accuracy.
- Excellent grammar, business letter and report writing skills.
- A clear and succinct communicator (verbal and written) with excellent listening skills.
- Understand and maintain a high level of confidentiality.

#### **Why work with Hy-Mark?**

- Become a part of an innovative and growing organization
- Health, Dental and Extended Benefits
- Group RRSP Plan, Employee Assistance and Education Assistance Programs

Please send your resume and cover letter with “**HR / H&S Coordinator**” in the subject line to [info@hy-mark.ca](mailto:info@hy-mark.ca) .

Hy-Mark endeavours to create a respectful, accessible, and inclusive work environment. Upon individual request, the company will endeavour to remove any barrier to the hiring process to accommodate candidates with disabilities.

Full-time, Permanent

Experience:

- Human Resources: 2 years (Required)
- Health & Safety: 2 years (Required)

