



## **Human Resources/Health & Safety Co-ordinator**

With 140 successful years in the industry, Krug is well recognized as a leader in the design & manufacture of high quality business and healthcare furniture. We have an immediate need for a Human Resources/Health & Safety Coordinator at our Head Office in Kitchener.

If you are a highly organized self-starter who is motivated, and have strong communication and people skills who thrives in a fast-paced work environment, this is the ideal opportunity for you!

### **RESPONSIBILITIES:**

- Responsible for processing all administrative documentation including: orientation packages, new hire and termination forms, performance reviews, ISO records as well as follow-up to ensure completion.
- Responsible for benefit enrolment and administration.
- Contact for staff enquiries related to benefits and company practices/policies etc.
- Participates in JHSC meetings, prepares minutes, and follows-up on action items as required.
- Compiles monthly JHSC inspection reports, issues and documents closure of safety items.
- Responsible for scheduling H&S training including First Aid Training.
- Maintains supplies for the First Aid Room and for Spill Kits.
- Reviews and manages attendance reports.
- Prepares monthly management and various reports.
- Coordinates service/retirement celebrations and lunches, etc.
- Prepares job postings and assists with production recruiting, screenings resumes, phone screens, scheduling interviews and reference checking, etc.
- Arranges temporary staff as required and maintains records.
- Organizes and maintains staff files as well as keeps an inventory of forms, benefit booklets, orientation packages, etc.
- Orders flowers for staff members, as per company policy.
- Assists with projects as required, most recently COVID signage, questionnaire trackers, etc.

### **QUALIFICATIONS:**

- Post-secondary education in Human Resources or in a related discipline is required.
- 1-2 years of Administrative or Human Resources experience is preferred but not mandatory.
- Exceptional communication (written and verbal) as well as organizational skills are essential.
- Must be proficient in Microsoft Office, Word and Excel.
- Must have the ability to maintain confidentiality.

We offer a competitive compensation and benefit package, as well as the opportunity to work with a great team of people!

**Please apply in confidence to [careers@krug.ca](mailto:careers@krug.ca)**

We thank all applicants and advise that only those selected for an interview will be contacted.

***Krug is an Equal Opportunity Employer.***

Should you require accommodation during the interview process, please advise and we will work with you to meet your accessibility needs.