



D & V Electronics is a Manufacturer and Supplier of state-of-the-art test solutions for the Automotive and Aerospace Electric Vehicle Markets. Our Woodbridge, Ontario facility is currently looking for a HR Coordinator to be responsible for providing administrative and operational support, executing recruitment, onboarding, employee records management, training coordination, HR reporting, and compliance activities. If your qualifications and experience meet our needs, we invite you to apply for the following position:

Title: Human Resources Coordinator – 3-month Contract- Ref 26/013

Role:

Recruitment & Selection:

- Lead recruitment, selection, onboarding, and retention initiatives.
- Hire, and terminate an employee(s) with Manager, or provide recommendations based on employment status of the employee(s) i.e. employment law.
- Work with Hiring Manager on recruiting, staffing, interviewing, and evaluating applicants for the required positions, track recruitment movement.
- Post adverts on job boards.
- When required work with an external search firm to aid in the recruitment search, as required

HR Administration and Compliance

- Manage the human resource policies, procedures, processes, and programs. Ensure compliance with employment legislation, company policies, OH&S Act and SOX.
- Maintain employee records and HR documentation.
- Update Employee handbook.
- Prepare HR reports, KPIs, and management presentations.
- Prepare job offers.

Performance Management Support:

- Market research on wages and salary to ensure wage/salary bands are competitive in terms of market trends and advise management on salaries for new hires, promotions, and reclassification etc.
- Support managers with employee development plans and succession planning.
- Collaborate with Managers to conduct performance reviews (annual and probation, promotion etc.) when required.
- Update job descriptions, as required.
- Update the D&V organization chart, as required.

Training and Development Support:

- Manage, monitor, and track the Training & Development plan, FY 2027 – track training on log.
- Manage and maintain the on-boarding program for new employees.
- Manage tuition re-imbursement program

Employee Relations and Retention:

- Provide guidance, support, and solutions for work related problems with management.



- Provide advice to management regarding human resources policy and procedure interpretations, staffing, and related personnel affairs.
- Manage and monitor all workplace violence and harassment complaints, as the company *Workplace Violence and Harassment Coordinator*

Health & Safety:

- Coordinate the Joint Health & Safety meetings, as the *Joint Health & Safety Coordinator*
- Collaborate with managers on health & Safety incidents to include reporting and monitoring (in case of lighter workload due to return to work restrictions) and track accordingly.
 - WSIB online Report, form 7, on incidents / accidents when required.
- Monitor the PPE re-imburement.
- Develop and implement the annual health & safety calendar each fiscal year.
- Prepare minutes of JH&S quarterly meetings.

Communications:

- Prepare and communicate correspondence, memos, travel and employment letters, announcements, and other matters related to human resources and D&V – General

ADP Administrator:

- Check ADP timecard daily.
- Include corrections, scheduling, new hire, termination (Payout and ROE), change of title, change of salary/wages, allocations etc.
- Work with Controller and CEO on year end tasks.

Education and Experience

- 5-7 years in a similar role
- Post secondary degree or diploma in HR
- Knowledge and working experience of ADP or similar payroll systems
- Knowledge and experience of health & safety laws and administration
- Good people skills
- Knowledge of employment laws
- Problem solving and analytical reasoning.
- Knowledge of principles, practices, and standards of human resources management
- Knowledge of provincial and federal laws and regulations, human rights, workplace health and safety, and HR best practices
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and HRIS systems.
- Strong organizational, communication, and customer service skills with the ability to manage multiple priorities.

D & V Electronics Ltd. values their employees. We encourage life-long learning and foster employee personal growth. If you are someone who enjoys working in a creative and innovative work environment, and would like to join our team, please submit your resume and covering letter to: careers@dvelectronics.com or fax us at (905) 264-0502.

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.