



Human Resources Coordinator

Location: 1006 Plains Rd East, Burlington, Ontario, L7T 4K2

Switzer-CARTY is the fastest growing privately held school bus company in Ontario and one of the largest school bus operators in Ontario, transporting over 100 000 students each day. Recognized as a leader in the industry, Switzer-Carty is known for delivering superior customer service and having a strong commitment to building a culture that values people and supports employees in doing their best work.

The Switzer-CARTY Human Resource team is seeking a highly motivated and self-directed Human Resources Coordinator. Reporting to the Director of Human Resources, this role will provide administrative support to the human resources team. The ideal candidate will have a background in human resources, strong computer skills, experience in coordinating employee programs and thrive working for a fast-paced entrepreneurial environment that is growing rapidly and looking to scale its operations.

Key responsibilities of this role are as follows:

- Collaborate with the Human Resources team to support the development, implementation, and administration of HR initiatives across recruitment, compensation and benefits, employee engagement, and learning and development.
- Assist with recruitment efforts, including posting job openings, screening resumes and coordinating interviews
- Oversee the onboarding and offboarding process
- Coordinate and execute employee events
- Administer company recognition and perks programming
- General HR administration duties including but not limited to drafting letters and employee documentation, managing HR systems, pulling reports, preparing presentations and calculating metrics

You bring:

- Bachelor's degree or diploma in human resource management or related field.
- A minimum of one year of experience in an HR Coordinator, HR Administrator, or similar role, preferably in an entrepreneurial, fast-paced, or high-growth environment. Equivalent experience gained through internships, co-op placements, or other relevant HR-related work will also be considered.
- Strong administrative skills, proficient in Microsoft Office and other applications including HRIS systems. Experience using ADP Workforce Now would be considered an asset. Work experience includes streamlining processes through leveraging technology

- Strong organizational skills, experience in coordinating programs and events
- Strong interpersonal skills, ability to build relationships across the organization and deal with complex situations with tact and diplomacy
- Strong communication skills
- Bilingual in English and French is considered an asset

If you are passionate about supporting the implementation of HR initiatives that drive engagement and retention and looking to take the next step in your career, this opportunity could be for you. At Switzer-CARTY, we believe in the value of diversity and creating a supportive, inclusive environment where our colleagues can succeed. If you're excited about this role but have different working experience from what is listed, please apply. You could be just the team member we need!

Salary Range: \$50,000 - \$60,000 per year

To Apply: Please send your resume to careers@switzer-carty.com.

Switzer-CARTY Transportation thanks all interested applicants, however only those selected for an interview will be contacted. Switzer-CARTY welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Role Status: Existing Vacancy