

CAREER OPPORTUNITY

Come Join Us!

Over the last 40 years, Gastops has built a robust business which is recognized worldwide for its innovative contributions to equipment health management in the aviation, energy, marine, industrial and transportation industries. Gastops' products and services add value throughout the life cycle of complex critical equipment from the design stage through to in-service operations and support. We design, manufacture and support advanced equipment sensing and analysis products, including on-line oil debris sensors, torque measurement sensors, turbine blade health sensors, and at-line oil analysis systems.

Based in Ottawa, Ontario, the HR Coordinator (8-Month Contract) will report to Chief Financial Officer and will have a wide range of duties which ultimately focus on supporting the HR Department and its various programs.

What You'll Do:

The HR Coordinator will be part of Human Resources team with the primary focus of supporting the HRIS implementation across all departments. You will:

HR Administration:

- Provide administrative support for HR processes including, but not limited to, recruitment, employee changes, leaves, compensations changes, transfers and departures
- Organize and maintain employee personnel records and internal databases
- Assist payroll by providing relevant employee information (e.g. sick days, special leave, leave of absence, etc.)
- Facilitate HR on-boarding to all new employees to ensure employees are engaged and set up for success from day one

HRIS Implementation:

- Work with the HRIS Implementation team to ensure all data being upload to the system has been review, is accurate and current
- Become a superstar at ADP's WFN solution and the all the administrative functions associated with the various modules
- Establish and document workflows set up in the system and keep notes for lessons learned
- Work with HRIS Implementation team to ensure a smooth and seamless roll-out of WFN to the organization
- Once the system is implemented, perform regular and routine data entry, document uploads, for employee files and other HR reporting
- HRIS set-up of new employees' packets hired after WFN go-live (including the recording of assets, to ensuring files are complete)
- Ensure the Applicant Tracking System (ATS) is set-up with proper workflows and is integrated properly with external job board
- Upload all resumes from external sources to WFN after go-live to maintain an accurate database of all applications

Recruitment:

- Place job ads as requested by the HRM
- Verify that all advertisements are listed in accordance with company standards. Deactivate posting in accordance with the listed budget or timelines set out
- Management of general mailbox and generic applications. Identify and comment on suitable fit. Transferring resumes where appropriate
- Scheduling of interviews and provide candidates with confirmation email with address and time of interview, as well as who will be participating in the interview. Be available for any technical assistance for virtual interviews
- Confirm interviews with candidates 24 hours in advance and remind the Hiring team/HRM of the upcoming interview
- Other various tasks assigned by the HRM to assist in recruitment campaigns

Please note that this job description is not meant to be an all-inclusive statement of every duty and responsibility that will ever be required of an employee in the job.

Who You Are:

- 2-3 years experience working in an administrative. Experience in HR would be considered an asset.
- Knowledge of ADP WorkforceNow is considered an asset
- Strong Data Analysis and HR Analytics skills
- Knowledge of legal requirements (Provincial & Federal) related to Employment Standards, OH&S, Human Rights, to reduce legal risks by ensuring regulatory compliance
- Experience with project management demonstrated through previous experience in event planning and/or multi-stakeholder projects

What You Should Bring:

The ideal candidate will have a Post-Secondary education in Human Resources, General Arts, Business Administration or other related program with at least 2-3 years of demonstrated experience in a related role. Additionally, you should have:

- High motivation with results-oriented focus
- Strong organizational and multi-tasking skills
- Strong interpersonal and critical thinking skills
- Excellent communication skills (oral and written)
- Eligible to obtain a Security Clearance (NATO Level Clearance)

What We Offer You:

Gastops has built a passionate workforce with a strong and vibrant culture which has been the key to our success. We offer programs and rewards that one would expect from a highly successful, established and growing Engineering company:

- Competitive salary
- A fantastic culture, team and energy to work with
- Superb work location in Ottawa' East End (Canotek Business Park)
- Social activities, company sponsored events and opportunities to give back to our local community
- Remote working options

If this position matches your qualifications and goals, please submit your resume in confidence:

Email: jobs@gastops.com

Mail: 1011 Polytek Street, Ottawa, Ontario, Canada - K1J 9J3

Gastops is an equal opportunity employer that is committed to acquiring a skilled and diverse workforce. We encourage applications from candidates of all backgrounds, origins, ages, orientations, genders, creeds and religions. Gastops accommodates people with disabilities throughout the recruitment and selection process. Gastops is an excellent place to work and we look forward to meeting you! If contacted regarding this competition, please advise the interview coordinator of any accommodation measures you may require.

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