



LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



The Toronto Port Authority, doing business as PortsToronto, operates Billy Bishop Toronto City Airport, the Port of Toronto, and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront.

PortsToronto is offering a contract to potential full-time opportunity where your leadership can shape the future of Canada's most unique urban airports. If you're looking for a great position and a chance to make an impact, PortsToronto has the following full-time, challenging opportunity awaiting you:

COORDINATOR, HUMAN RESOURCES

The Human Resources Coordinator is a hands-on representative of the Human Resources department that supports and enhances the department by coordinating key programs, initiatives and compliance efforts. This role helps to facilitate all basic Human Resources functions including, Recruitment, Training and Programming, Wellness, EDI Analytics and other HR programs and functions.

This position is responsible for leading departmental accreditation submissions, supporting organizational events such as town halls, participating in recruitment efforts and driving HR's responsibilities under the Accessible Canada Act. The HR Coordinator also leads HR analytics, training coordination, and wellness program support to foster a positive and inclusive workplace culture.

General duties and responsibilities include, but are not limited to:

- Draft and place job posting advertisements, establish and maintain a log for recruitment strategies.
- Coordinate and participate in job fairs, campus recruitment, and other outreach initiatives.
- Screen resumes, conduct phone screening and recommend qualified candidates for interview stages with managers and hiring panels.
- Schedule interviews and/or facilitate testing. Participate in the interview and selection process. Provide input and recommendations for hiring the qualified candidates.
- Prepare offers of employment letter and Welcome Packages for successful candidates.
- Conduct New Hire Orientation, including assigning e-learning, delivering new hire presentation, and internal introductions, etc.
- Lead Human Resources' responsibilities under the Accessible Canada Act.
- Coordinate accessibility audits, action plans and progress reports.
- Partner with departments and business units to ensure inclusive practices and barrier-free environments.
- Organize and schedule training sessions, workshops and professional development programs. Ensuring logistics are in place, and communicating details to participants, leaders and instructors.
- Support the development and implementation of HR programs and initiatives
- Coordinate logistics and communication for Town Halls.
- Maintain accurate records of training, including attendance, renewal dates and track compliance with mandatory training requirements.
- Design and deliver training and other presentations, complete with detailed speaker notes to support effective and consistent facilitation.
- Organize events and HR programs, training details, meeting minutes, department stats
- Lead the preparation and submission of departmental accreditation documentation.
- Ensure timely and accurate reporting in alignment with institutional and regulatory standards.
- Collaborate with internal stakeholders to gather and validate the required data.
- Analyze employee engagement data to identify trends, deliver high-impact insights, and develop strategic presentations and actionable plans for diverse audiences.

ABILITIES AND QUALIFICATIONS:

- Post-Secondary education in Human Resources Management, CHRP in progress
- Two to three (2-3) years' direct experience with general HR Functions, including recruitment, training and analytics.
- Knowledge and experience with Canada Labour Code is required
- Knowledge of the Accessible Canada Act is a very strong asset.
- Requires strong analytical thinking to interpret data, identify trends, and support strategic decision-making
- Knowledge and experience with Labour Relations is a very strong asset
- Experience implementing various HR Programs such as EDI, Wellness and others is desirable
- Experience creating, facilitating training programs and coordination
- Advanced proficiency with Microsoft Office including Excel and Word, experience with mail merges, creating Excel formulas
- Strong interpersonal skills, able to provide excellent customer service, able to interact with all levels in a professional, positive manner, able to build relationships and be team player
- Excellent communication skills, both verbal and written work.
- High level of planning and organizational skill, able to prioritize and meet specific time sensitive deadlines.
- Able to handle sensitive and confidential information discreetly in an ethical and professional manner.

- Highly organized, possessing a solid ability to manage projects, plan and follow up.
- Very reliable, resourceful self-starter who takes initiative, able to work independently and within a team environment.
- Able to handle and produce work with a high degree of accuracy and attention to detail.
- Able to multi-task, manage and meet deadlines and adapt easily to change.
- Bilingual in French is considered an asset.

Note: This position description is intended to describe the general level and nature of the position and is not an exhaustive list of all tasks assigned in the performance of the position.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: careers@portstoronto.com

In the subject line, please quote: **COORDINATOR, HUMAN RESOURCES**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.
PortsToronto is an equal opportunity employer.

To learn more about PortsToronto and the exciting work we are doing to be a city-builder and transform Toronto's waterfront, please go to www.portstoronto.com