



Are we looking for you? Or are you looking for us? We are looking for...

## **We are looking for a talented Human Resources Coordinator with a heavy focus on recruitment to join our fully remote workplace**

### **Role Overview**

We are looking for a talented Human Resources Coordinator / Generalist to join our small but busy and impactful Human Resources department! This role will suit someone who loves recruitment but who also enjoys administrative support and who wants to keep a well-rounded HR skillset. The successful candidate will have significant interaction with the ICS executive team, as well as be the first point of contact for all potential new hires so a high degree of professionalism, positivity and discretion is a must. You will work within a collaborative and supportive team that includes an experienced Payroll / HR Information System Lead and a seasoned HR executive. This is a wonderful opportunity for a detail-oriented, self-starter who enjoys a fast pace of work and the ability to contribute to a fun, dynamic and growing fully remote workplace. We are open to staffing this role at either the Coordinator or Generalist level – title and salary will be dependent on the qualifications of the candidate.

### **The Company**

A highly respected player at an international level, International Conference Services Ltd. (ICS), is a Professional Conference Organizer in business for over 45 years that works with national and international associations, and organizations, to host conferences, events & tradeshows. Our work is very purposeful – with many clients in the medical, science, education and legal sectors, the events we host are truly “connecting people to facilitate change in the world.” With over 80 staff working remotely across North America, Europe, and Asia, we are a proud international team, and we leverage the strengths that our diversity brings.

### **The Culture**

ICS operates in a true “team” environment - trust, support, and empowerment of each other are very important to our culture. We know that we work better as a team and we regularly celebrate our collectively accomplishments. We pride ourselves on being innovative, solutions-oriented and able to think outside the box, which keeps us all learning and growing as professionals together.

### **Job Tasks & Responsibilities**

#### **Recruitment & Onboarding**

- Coordinates the recruitment process including preparing and posting job descriptions, initial resume review, pre-screening interviews, recommendations to hiring managers, sending assessments/exercises, interview scheduling and reporting to leadership team
- Detailed follow up with applicants and ICS hiring managers to ensure that the recruitment process is timely and smooth
- Creates drafts of employment offer letters and agreements and seeks input and approval on questions about out-of-pattern terms

- Coordinates the onboarding processes for new staff including laptop set up, phone system set up, providing and tracking receipt of new employee documents and forms and setup of new hire training modules
- Conducts new hire onboarding sessions for internal intranet and basic company software and processes
- Updates HR master activity spreadsheet to track the status of all recruitment efforts and provide regular updates to leadership team
- Responsible for intern/practicum student management, including recruitment and training schedules

### **HR Operations & Administration**

- Basic data entry in our HRIS system (Dayforce)
- Updates master HR activity spreadsheet which tracks all staff changes to ensure appropriate communication to other departments and employees– ie. new hire feedback surveys, probationary reviews, change of working hours, maternity leave and return, leave of absence and resignations
- Supports performance management process by updating master tracking sheet and filing documentation
- Coordinates employee training and professional development sessions and keeps master list
- Acts as a point of contact for general procedures, answers routine inquiries or directs the person to the proper authority
- Conducts exit interviews with interns and entry level staff
- Keeps HR templates and checklists current based on evolving instructions
- Responsible for organizing and maintenance of electronic employee and HR files

### **Other Duties**

- May be asked to assist with internal staff events that help to create a great workplace
- Support and partner with HR Consultant and Payroll & HRIS lead on HR projects and key tasks
- Support executive team as needed on employee initiatives

## **Education, Experience & Skills required**

- Some education and/or experience related to HR and/or recruitment required
- At least 2 years of experience working in a HR support role preferred
- Strong interpersonal skills and an excitement about being the “face” of the company for recruitment
- A very high degree of detail needed for creating employee contracts and HR data entry
- Strong communication skills to ensure professional interactions with candidates and internal leaders
- Excellent organizational skills to ensure that all regular recurring processes and functions of the HR department are managed in a timely way
- A high degree of discretion and confidentiality is a must for this role
- A genuine interest in supporting a company in creating a great workplace experience

## **What's next?**

Please send your resume and cover letter to [careers@icsevents.com](mailto:careers@icsevents.com).