



We are looking for a Human Resources Coordinator to join our CPAB Team

The Canadian Public Accountability Board is Canada's public company audit regulator, protecting the investing public's interests; a recognized source of timely reporting on auditor oversight and audit quality. We contribute to thought leadership initiatives on enhancing audit quality through resources, insights, outreach and communication. We also act as a catalyst for dialogue and engagement among key stakeholders on audit quality issues, domestically and globally.

We do important work; we need remarkable people on our team.

Who are we looking for?

Reporting to the Director, Talent, we are adding a Human Resources Coordinator to assist with special projects and support the HR function. You want to develop your career, contribute new ideas and make an impact. You are known to be naturally curious, technically savvy, and are an early adopter and champion of new areas in your field of expertise. A strong team player who possess a high degree of initiative, a positive attitude and a great sense of humour. We share a value in diversity – embracing different perspectives, experiences and people. Does this sound like you? If so, apply today!

What do you bring to the Role?

You bring the following education, experience and skills to support our organization's success:

- At least 2 years of related experience in Human Resources – preferably within a professional service industry;
- Exceptional verbal communication, written and presentation skills;
- Demonstrated knowledge of current employment legislation across Canadian provinces;
- Familiarity with HRIS – Dayforce, and collaborative platforms is considered a strong asset;
- Advanced proficiency in Microsoft Office Suite (Outlook, Word, PowerPoint, Excel)
- Experienced supporting multi-site operations;
- Proficiency in time management with the ability to balance competing demands while maintaining your professionalism;
- High-energy, positive attitude and customer focused HR professional;
- The ability to thrive in and contribute to an intellectually stimulating and ever-changing environment.

The following additional education and experience would be an asset in your role:

- College or University graduate in a related field;
- Completion of HRM Certification, or in progress;
- CHRP designation would be considered an asset.

What will you do?

- Support Director, Talent on full cycle recruiting by posting jobs, screening applicants, conducting phone screens, and interview scheduling;
- Help improve and develop new departmental processes and procedures;
- Assist with processing bi-weekly payroll in Ceridian Dayforce;
- Perform new employees onboarding and orientation;
- Administer group benefits plan, wellness program, short-term and long-term disability applications;
- Assist with learning and development curriculum and programs;
- Stay abreast on compliance requirements and industry best practices;
- Recommend changes to existing policies and guidelines to remain in compliance and adopt best practices where feasible;
- Assist with the collection and analysis of HR metrics;
- Update HR content on external and internal website;
- Build strong relationships with all employees;
- Other general duties as assigned.

Sounds Right?

If you'd like to make a difference to the future of the profession in Canada while taking your career to the next level, we should meet. Submit your resume to careers@cpab-ccrc.ca.

We invest in our people. As regulators, we need to stay on the leading edge of what is happening in our profession. We encourage team members to develop their careers by marrying their interests with the continuous improvement of our organization and the profession.

Canadian Public Accountability Board is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process.