



EMPLOYMENT OPPORTUNITY

As Canada's leading full-service Out-of-Home advertising company, OUTFRONT leads the industry with data driven intelligent campaign solutions for our clients. We are passionate about what we do and provide turn-key service from start to finish.

We are currently seeking an enthusiastic and dedicated team player to join our Human Resources team in Toronto as a HUMAN RESOURCES COORDINATOR.

In this role, YOU will

1. Provide day-to-day administrative support and work collaboratively with the HR team, in areas of general administration, benefits, pension, disability, leaves, hiring and recruitment;
2. Administer benefits, pension and disability (STD & LTD), leaves programs and process accurate and timely transactions;
3. Maintain HR information system (HRIS), including accurate and timely entering and updating of employee information and life event changes;
4. Provide assistance to employees for administrative requests, including time and attendance, HRIS, facilities access, confirmation of employment letters and general employee inquiries;
5. Maintain employee files and department filing;
6. Assisting with various HR projects and performing other duties as required.

YOU possess

- Post secondary education in Human Resources or Pension and Benefits certification with a minimum of 3-5 years experience working in Human Resources, or an equivalent combination of education, training and experience;
- Ability to work in a highly confidential environment, ensuring the privacy and confidentiality of employee and sensitive information;
- Meticulous attention to detail and highly organized with the ability to prioritize workload, adapt to frequent interruptions, work well under pressure and meet tight deadlines;
- Previous experience in Pension/Benefits Administration
- Excellent oral and written communication skills, with interpersonal and collaborative skills, the ability to build healthy working relationships, and the ability to deal effectively with employees at all levels;
- Bilingualism in English and French (oral and written) is an asset
- Proficiency working with HRIS systems such as Dayforce HCM System an asset;
- Proficiency with MS Office - Word, Excel, PowerPoint, Outlook.

WE offer an attractive total compensation package, if you fit the bill.

Candidates are invited to submit their resume to Human Resources by fax at (416) 255-5714 or by e-mail at: jobs@outfrontmedia.ca by Monday, January 20, 2020.

'OUTFRONT Media Canada LP is an equal opportunity employer and is committed to providing an inclusive, barrier-free recruitment and selection process and work environment. If you are contacted for a job opportunity, please advise Human Resources if you require an accommodation to participate in our recruitment process, we will work with you to meet your needs.'

WE ARE OUTFRONT BY NAME AND BY NATURE