

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

In this role, YOU will provide excellent administrative support to the HR team by:

1. Providing administrative support to HR team members in areas of general administration, hiring, recruitment, training, employee inquiries;
2. Maintaining HR information system (HRIS), including entering and updating employee and job information and uploading documents;
3. Coordinating core HR processes ie. preparing, sending and tracking new hire packages, policies, training and other documents to eligible employees; responding to benefits inquiries; completing standard employment letters as requested. ;
4. Coordinating recruiting activities, such as: job postings, screening resumes, scheduling interviews, preparing recruiting materials and conducting reference checks;
5. Coordinating training initiatives, sending invitations and tracking completeness;
6. Assisting with various HR projects and performing other duties as required.

YOU possess

- Post secondary education in Human Resources with a minimum of 5 years experience working in Human Resources, or an equivalent combination of education, training and experience.
- Ability to work in a fast paced and highly confidential environment, dedicated to customer service;
- 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;
- Experience coordinating hiring and recruiting initiatives, with experience full-cycle recruiting being an asset;
- Effective project management, prioritization, multi-tasking, organizational and time management skills.
- Bilingualism in English and French (oral and written) is required.
- Proficiency working with HRIS systems such as Dayforce HCM System an asset;
- Proficiency with MS Office - Word, PowerPoint, Excel, Outlook.

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

'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.'