

 GREYSTONE ENERGY SYSTEMS INC		JOB DESCRIPTION		CONTROLLED DOCUMENT		
				Doc. Type	Doc #	Doc Rev.
				HR		
Department:	HUMAN RESOURCES		Group:	HUMAN RESOURCES		
Job Title:	PEOPLE & CUTURE COORDINATOR		Issue Date:	JUNE 1, 2025		

Objective & Purpose

The Human Resources Coordinator will support the People & Culture Manager by performing various Human Resources duties professionally and efficiently. Key focus areas include employee relations, benefit administration, performance management, onboarding, recruitment, policy implementation, health & safety, and internal HR communications.

Principle Duties & Responsibilities

- Support the implementation and communication of company-wide HR policies, procedures, and projects.
- Assist the HR Manager with HR functions such as performance management, compensation reviews, training, employee engagement, and recognition programs. Maintain and update HRIS records and generate reports as needed.
- Conduct Background checks.
- Full-cycle Recruitment: job postings, post ads on online job boards, screen resumes and conduct pre-screen interviews, conduct telephone reference checks, and draft offer letters.
- Administer employee benefit and retirement plans.
- Participate with Occupational Joint Health & Safety Committee to develop and maintain safety programs and ensure compliance.
- Prepare internal HR communications and announcements.
- Maintain a high level of confidentiality and accuracy in handling employment actions (e.g., promotions, compensation changes, resignations, terminations).
- Collect, develop, and analyze HR metrics and reports.
- Participate actively in committees and employee engagement initiatives.
- Assisting in event planning and HR activities (social committee events/sales meetings/Christmas party etc.).
- Responsible for issuing and maintaining card access for the building.
- This position is back-up for the reception area, welcoming visitors/guests.
- Social Committee Treasurer.
- GES Connect: distribute and collect applications, coordinate mentorships with other team members, monitor success of the Greystone Energy Systems Mentorship Program.
- Atlantic Immigration Program Applications: preparing and submitting applications and supporting documentation.
- Assist in execution of the Annual Employee Engagement Survey and other ad hoc surveys as needed. Compile and tabulate survey results.
- Support additional HR initiatives and duties as assigned.





Management

- This position reports to the Human Resources Manager

Education, Training & Experience

- Post-secondary degree or diploma in Human Resources Management, or relevant experience.
- Minimum of 3 years' experience in a similar HR role, ideally within a manufacturing environment.
- CPHR designation or in-progress is an asset.
- Experience working in a multi-location or international organization is desirable.

Skills and Competency Requirements

- Ability to thrive under pressure while managing multiple priorities.
- Proficiency in Microsoft Office Suite, in particular; Excel, Word, PowerPoint.
- Exceptional organization and coordination skills.
- Detail-oriented and process-driven mindset.
- Proven analytical, strategic thinking, and decision-making abilities.
- Excellent time management and problem-solving skills.
- Commitment to continuous improvement.
- This is an employee-focused workplace, and strong people skills are key to building positive relationships and contributing to our collaborative culture.

At Greystone Energy Systems, we believe that diversity drives business success. We are dedicated to fostering an inclusive workplace that celebrates differences and promotes equity. We welcome applications from people of all races, ethnicities, genders, ages, religions, abilities, and sexual orientations. We strongly encourage applications from women, minorities, and individuals with disabilities.

Join us in building a diverse and inclusive team!

Only those who will be considered for the next step of the application process will be contacted.

