**Who are we?**

Fundserv is an organization that is entrusted by the Canadian Investment industry to deliver securely, constantly, and flawlessly. We’re an online hub that electronically connects manufacturers, distributors, and intermediaries, enabling them to buy, sell, and transfer investment funds. We are a trusted source for the industry, and continue to focus on building solutions that enhance our value through reliability, innovation, and thought leadership.

**Our Culture & Values**

We’ve worked hard to build an innovative, high-performance culture that allows us to be open-minded and rewarded for our passion, while sustaining a good balance between low risk and entrepreneurship. Our corporate values are the foundation of our culture, allowing us to create an environment in which we can achieve excellence:

- **Entrepreneurship**
- **Transparency**
- **Versatility**
- **Collaboration**

We fuel passion by finding purpose in our work, and exploring our individual goals, all the while having fun. We encourage courage by acting boldly, taking creative risks, and using our previous experiences to learn and grow. We celebrate ideas by encouraging and generating creative, well-thought-out ideas, and recognizing and rewarding each other’s contributions. And we think small: no project, idea, or win is too minor to explore and celebrate.

**Location:**
Downtown Toronto

**Reports to:**
Chief People Officer

**Department:**
Human Resources

Fundserv is an equal opportunity employer.

We welcome and encourage applications from individuals with disabilities. Accommodations are available on request – please let us know how we can meet your needs.

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**The Opportunity**

The Human Resources Coordinator will be responsible for full-cycle recruitment, employee onboarding and offboarding, and student program administration, along with providing support in other areas including, but not limited to, Learning & Development, HR Reporting, Payroll & Benefits Administration, and HR Systems Administration.

**In this role, you will:**

- Conduct full-cycle recruitment, including creating job descriptions, posting jobs internally and externally, conducting resume screening and telephone screening, coordinating interviews, managing the background check process, preparing and presenting employment offers, and maintaining agency vendor relationships
- Manage Employee Onboarding and Offboarding tasks and coordinate with other departments to facilitate a smooth and streamlined experience
- Coordinate and conduct new employee HR orientations
- Support Fundserv’s Learning & Development program by developing the annual HR course calendar and organizing lunch & learns, seminars, and other training events
- Be responsible for the full lifecycle of Fundserv’s student programs, which include the Co-op Program and Summer Internship Program. This includes recruitment, onboarding, student events, evaluations, and offboarding
- Administer HR-related databases and systems such as the HRIS, payroll system, performance management system, and benefits systems
- Act as a point of contact for all employees and answer HR-related general inquiries and HR requests
- Be responsible for the timely completion, analysis, and distribution of all HR reporting metrics
- Coordinate the completion of HR annual processes, correspondence, and communication to staff
- Actively participate in special projects as assigned
- Support the HR Team as required in other areas including Payroll and Benefits Administration, Performance Management, Compensation Management, and Employee Relations

**Why YOU are the person we’re looking for:**

- You have a University Degree in Business Management, Psychology, Sociology, Industrial Relations, or other related discipline
- You have a post-secondary certificate in Human Resources Management
- You’re on track to getting your CHRP Designation
- You have 1-2 years’ experience in an HR or recruitment role
- You have knowledge and understanding of employment law and fair hiring practices as they relate to recruitment
- You are proactive and committed to improving processes
- You have excellent communication and interpersonal skills
- You have strong organizational and time management skills
- You’re professional and able to work in a confidential environment
- Proficiency in MS Office 365 and knowledge of HRIS (Ceridian Dayforce) will definitely be an asset

If this sounds like you, apply today at hiring@fundserv.com.