

## Who are we?

Have you ever wondered what makes trading and settlement possible in Canada? It's Fundserv—the online ecosystem that ensures every fund transaction is processed timely, accurately and securely. We're an online hub that electronically connects manufacturers, distributors, and intermediaries, enabling them to buy, sell, and transfer investment funds.

## Our Culture & Values

Fundserv is guided by our four core values: Collaboration, Adaptability, Integrity, and Respect. Because above all else, Fundserv CAIRs:

- Collaboration
- Adaptability
- Integrity
- Respect

## Benefits & Perks

Fundserv provides a comprehensive benefits plan that includes the following:

- Health care spending account
- RRSP with employer match
- Annual performance pay
- Wellness reimbursements
- Employee discount program
- Charitable donation matching
- Flexible hours & remote work options

To better support our employees during Covid-19, we've expanded our benefits:

- Work from home stipend
- Virtual social events including escape rooms, online trivia & games
- Corporate-wide mental health days
- Wellness account for gym memberships, exercise/sports equipment, mental health apps, and more

## Location:

Downtown Toronto

## Reports to:

Manager, Human Resources

## 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.*

## The Opportunity

Fundserv is embarking on a multi-year, multi-million dollar technology transformation program that focuses on currency, resiliency, security and agility. This ambitious transformation will completely redesign every façade of Fundserv's platform. We follow the Agile methodology principles, the collaborative practices of DevSecOps and will be leveraging the latest technologies and tools, such as a hyper-converged infrastructure, software-defined network, cloud, containers and APIs, enabling Fundserv to serve the industry better, and adapt to this ever-changing technology and investment landscape.

The Human Resources Coordinator will be responsible for full cycle recruitment, employee onboarding, and student program administration and improvement, along with providing general HR administration support.

## In this role, you will:

- Be responsible for full-cycle recruitment of full-time, contract, and student employees, including creating job descriptions, posting jobs internally and externally, conducting resume screening and telephone screening, coordinating interviews, managing the background check process, and preparing and presenting employment offers.
- Proactively engage candidates through direct outreach and seek candidate referrals both internally and externally.
- Work closely with hiring managers to ensure alignment on key role priorities and objectives, making hiring recommendations as required.
- Conduct and coordinate all human resources onboarding activities and tasks.
- Administer and update all HR related databases and systems, including but not limited to HRIS system, performance management system, benefits systems.
- Act as a point of contact for all employees; answer HR related general inquiries and HR requests.
- Actively participate in special projects as assigned.

## Why YOU are the person we're looking for

- Working knowledge of human resources through education or experience preferred.
- CHRP Designation or RPR in progress preferred.
- 1-2 years experience in a fast-paced recruitment environment.
- Knowledge of employment law and fair hiring practices as they relate to recruitment.
- Highly proficient in MS Office 365 and knowledge of HRIS (Ceridian Dayforce) preferred.
- Excellent written and verbal communication skills.
- Strong interpersonal, organizational, and time management skills.
- Professional and able to work in a confidential environment.
- Strong analytical skills partnered with a high level of attention to detail.

**If this sounds like you, apply today at [hr@fundserv.com](mailto:hr@fundserv.com).**