



Competition Number: SCU-250304-OC
Date Opened: March 17, 2025
Date Closed: March 31, 2025

HR Coordinator

Are you passionate about employee growth and ensuring smooth payroll operations? We're looking for a detail-oriented **HR Coordinator** to play a key role in our team, focusing on **training & development**, **payroll administration**, and **recruitment & onboarding**. In this role, you'll help design and coordinate employee training programs that drive engagement and career growth while also managing payroll processes to ensure accuracy and compliance. This role requires exceptional communication skills, strong multitasking abilities, and proven experience with payroll systems and processes, it also requires a mix of administrative work and occasional collaboration with employees across departments. The position may also require participation in occasional off-site recruitment or training events.

Key Responsibilities

Training and Development

- Plan, schedule, and coordinate employee training sessions, workshops, and programs.
- Assist in evaluating training needs and identifying appropriate learning opportunities.
- Maintain training schedules, track employee participation, and analyze the effectiveness of training initiatives.
- Collaborate with managers to ensure training aligns with organizational goals.
- Support the development of career paths and growth opportunities.

Payroll Administration

- Accurately process payroll for employees, ensuring compliance with company policies and regulatory requirements.
- Support the payroll process by verifying and reconciling employee time records, leave balances, and overtime to ensure correct payroll calculations.
- Update employee payroll information, including tax forms, deductions, and direct deposit details, salary changes, and benefits deductions.
- Address payroll-related questions, resolve discrepancies, and provide guidance on compensation and deductions.
- Collaborate with the finance department to ensure payroll accuracy and compliance with deadlines.
- Ensure payroll compliance with local labor laws, tax regulations, and company policies; prepare and submit required payroll reports.
- Identify and recommend payroll process enhancements to improve efficiency and accuracy.

HR Administrative Support

- Assist in job postings, screening resumes, coordinating interviews and participate in candidate interviews as needed.
 - Manage pre-employment processes such as background checks and reference verifications.
 - Facilitate a smooth onboarding process for new hires.
 - Ensure all new hire documentation is completed accurately and in a timely manner.
 - Act as a point of contact for employee benefits-related questions and assist with enrollments and changes.
 - Maintain accurate employee records, ensuring compliance with regulations.
 - Support HR initiatives, such as performance management, engagement initiatives, and recognition programs.
 - Ensure compliance with labor laws and company policies in all HR practices.
 - Stay informed of trends and best practices in HR and training to continuously improve processes.
-

Qualifications

- Bachelor's degree in Human Resources or equivalent (Advanced diploma in HR)
- 2+ years of experience in HR coordination (training, payroll, recruitment)
- Proven experience with payroll systems (e.g., UKG, Bamboo, ADP, or similar platforms) is required, PCP (payroll compliance professional) preferred.
- Willingness to travel between all branches on a regular basis.

Preferred Skills

- Strong organizational and time-management skills, with the ability to prioritize tasks and meet deadlines.
 - Excellent communication and interpersonal skills.
 - High attention to detail and problem-solving abilities.
 - Proficiency in Microsoft 365 (Word, Excel, PowerPoint) and HRIS systems.
 - Knowledge of labor laws and best practices in HR.
-

Working with SCU

If you are someone who is passionate about human resources, employee development, and making a positive impact in the workplace, then this opportunity may be right for you. Some of the additional benefits include:

- 35 hours work week
- Starting rate \$62,490.40 annually
- Medical/Dental benefits
- Opportunities to participate in community volunteer initiatives.
- A supportive and inclusive work environment.

- Customized training and opportunities for personal development.

Please note that all offers of employment are conditional upon the acceptance of an Individual Fidelity Bond Application which includes a criminal record check and a credit check.

To apply, please send your resume, quoting competition # **SCU-250304-OC**, to recruiter@sydneycreditunion.com

Accommodations

Sydney Credit Union is committed to providing access, equal opportunity, and accommodation for individuals with disabilities. To request accommodation, please contact Human Resources by email at recruiter@sydneycreditunion.com or call 902-270-3181