

Do you have an extreme, obsessive, unwavering focus on customer experience? Do you thrive in a dynamic work atmosphere that strives for excellence on a daily basis? Are you motivated by innovative and forward-thinking ideas?

Then you've got what it takes to succeed at CWD.

Human Resources Assistant- Coop

Do you have an interest in recruitment, projects, and learning what it takes to create a great company culture? CWD is searching for a Human Resources student who is passionate about learning and contributing to team success.

The successful candidate will be responsible for:

Recruitment

- Successfully post all vacant positions on appropriate job boards
- Create inspiring job ads by working with hiring managers to ensure expectations are clearly outlined
- Review applicant resumes, and conduct phone interviews and face to face interviews as required
- Coordinate and schedule interviews
- Track and report key metrics using HRIS system and Excel
- Conduct candidate reference checks, create and administer testing and assessments as required
- Create and deliver offers of employment
- Liaise with recruitment agencies, educational institutions and other third parties

Training and Development

- Create and distribute training feedback surveys
- Maintain training resources, materials and send calendars invites

Other

- Project work related to ongoing initiatives (e.g. annual value proposition survey, handbook, job ad template, etc.)
- Updating the company's intranet (SAP SuccessFactors)
- Create and maintain human resources forms, incentive programs, policies and procedures
- Monitor corporate culture and create quarterly surveys
- Maintain team member files
- Create the Human Resources Department's monthly manager meeting slides
- Complete necessary paperwork for subsidy programs
- Scan documents for distribution
- Create department purchase orders
- Answer the door
- Support a multi-site organization
- Effectively complete other duties as assigned

The successful candidate requires

Education and Experience

- Current enrolment in post-secondary college or university program with focus on Human Resources
- Excellent analytical and problem-solving skills.
- Excellent communication (written, oral, interpersonal) and organization skills.
- Can handle sensitive information with the highest degree of integrity and confidentiality
- Action oriented, and able to balance and prioritize activities

Technical Skills

- Promotes a positive, inclusive work environment, responding to general inquiries and resolving issues in a timely manner and in accordance with legislation and company policies and procedures
- Working knowledge of and the ability to interpret the Employment Standards Act and other applicable legislations
- Ability to use social media tools (LinkedIn, Facebook, Instagram) to build the employer brand
- Proficiency with Microsoft Office Suite programs, Outlook and the Internet required

Cognitive Skills

- Problem Solving skills and “Out of the Box” thinking
- A professional attitude with a strong attention to detail
- Strong communication, organizational and interpersonal skills
- Ability to work in a fast paced and constantly changing environment

Emotional Intelligence

- Self-awareness: strong desire to develop and improve yourself and knowing when to seek outside expertise and experience
- Self-regulation: Controlling or redirecting disruptive impulses and moods
- Motivation: remain self motivated while creating enthusiasm in others
- Empathy: understand and care about people’s current reality
- Social skills: understand people, develop trust, and help them

If the above interests you, then apply to join a fast paced, creative, and energetic team!

Candidates who reside within a 45 minute commute of our office will be given preference.

Please note: This is a 40 hour a week position based at our headquarters in Niagara Falls, ON. This position does not provide an option to work remotely.

Vision

We believe all people should be empowered.

Mission

We create the highest performing consumer electronics that are smart, simple, and stylish.

Core Values

Development: We value continuous learning that leads to positive change.

Efficiency: We are committed to new processes and techniques that improve results and create value.

Innovation: We embrace creativity, discovery, and a desire to Create What's Different.

Accountability: We honour our commitments through ownership and display integrity when delivering results.

Excellence: We challenge ourselves to add value that goes beyond what is expected.

About Us

CWD designs, manufactures, markets and sells consumer electronics that enhance our lives.

As a pioneer in the markets of do-it-yourself video security, baby video monitors and wireless connectivity, we have successfully applied the principles of innovation and superior technology to a dynamic range of product categories. We are committed toward consistently exceeding consumer expectations and changing the way people think about:

- * Baby Safety Devices
- * Do-it-yourself Video Security
- * Wireless Connectivity Products
- * Home Theater Audio
- * Retro Music Systems
- * Clock Radios
- * Karaoke Systems

From conception to launch, over 100 talented professionals work to ensure all of our products undergo the same intensive, completely in-house development and design process, resulting in the uncompromising quality and industry-leading performance that consumers trust.

The letters 'CWD' are shorthand for the empowering philosophy that drives every aspect of what we do – Create What's Different.

CWD is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.