

CWD is a place for people that love to learn and grow. Our culture is challenging and collaborative. We give a deep sense of purpose to create amazing solutions that are truly different and empower our customers. Our goal is always to build strong, diverse teams of innovative people and give them the tools to succeed.

If you're ready for the opportunity to strive for excellence on a daily basis, then you've got what it takes to succeed at CWD!

### **Human Resources Coordinator – Full Time**

- Location: Niagara Falls, ON
- Working Hours: Monday – Friday, 8:15 am-5:00 pm on site
- Benefits: Full comprehensive (dental, medical and eye) 80/20 split-Family coverage
- Other perks: annual professional development fund, RRSP, fitness incentives, relocation expense, 50% off on CWD brands, team events & many more • Company website: [www.cwdlimited.com](http://www.cwdlimited.com)

### **About Us**

CWD designs, markets & sells highest performance consumer electronics that are smart, simple and stylish. From high fidelity turntables to wireless video connectivity systems, we create innovative products that empower people. Our success is measured in our customer satisfaction ratings and cult-like following. We have been in business since 1961 and our creations can be found in millions of homes. Together in teams, as a company, as a community, we are committed to Creating What's Different.

### **The successful candidate will be responsible for:**

#### **Recruitment (75%)**

- Post role openings on company website, other recruitment websites or job boards as applicable
- Collaborate with the hiring managers to gain complete understanding of job specifications & create clear, inspirational and relevant job descriptions
- Review applicant resumes, conduct phone pre-screening and face to face interviews as required
- Coordinate and schedule interviews with candidates and the hiring managers
- Conduct background checks, reference checks and administer candidate assessments
- Develop new avenues for attracting qualified individuals through the use of expanding social media (Twitter, LinkedIn, Facebook)
- Liaise with recruitment agencies, educational institutions and other third parties for recruitment needs
- Track and report on key metrics related to recruitment; prepare weekly updates on recruitment status for open positions
- Participate in job fairs and other networking events

- Prepare and administer offer packages for candidates
- Create a good candidate experience by responding to candidate inquiries in a timely manner
- Source passive candidates through LinkedIn, Indeed and other platforms

**Administrative Responsibilities (20%):**

- Create or update standard operating procedures within the department
- Assist with implementation and setup of new processes in the ATS & HRIS systems
- Assist with new team member onboarding by completing first day new hire orientations, coordinating paperwork completion and ensuring all steps of onboarding checklist process is completed
- Assist with implementation of strategies for improving corporate culture
- Assist with training and development sessions
- Assist with preparation of department reports and analysis
- Conduct online research and contact external vendors as needed to assist with department projects or initiatives
- Assist with development of policies and procedures as required
- Assist with updating HR updates on company intranet
- Create purchase orders for HR related purchases including but not limited to training, supplies, job postings and other team member related purchases
- Complete appropriate paperwork for government subsidy programs

**Other (5%):**

- Assist with executing corporate event planning
- Assist with internal company communication on changes/updates
- Complete other related duties as assigned

**The successful candidate requires:**

- University Degree College Diploma in Human Resources Management
- Minimum 3 years of demonstrated experience in Human resources, including full cycle recruitment
- Ability to multitask, learn quickly and easily adapt to a changing environment
- Detail oriented, can multitask easily and have excellent organizational skills
- Ability to take on any task- no task is too big or too small
- Outstanding interpersonal, written, and verbal skills
- Ability to work in fast paced environment
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) specifically advanced Excel skills.

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