



HR Coordinator

Company Profile

CBRE Caledon is a leading infrastructure and private equity solutions provider that creates long-term value for clients by accessing and managing high quality investment opportunities and building comprehensive infrastructure and private equity portfolios. CBRE Caledon's business model is to combine direct investments, co-investments, secondary investments and primary fund investments in a manner to suit each client's unique investment objectives. We provide services through customized separately managed accounts, portfolio management advisory solutions and pooled funds. Today, our dedicated growing team of 40+ professionals represents over \$10B on behalf of institutional investors across North America.

The Role

We are looking to add our first human resources position, initially on a part-time basis (3 days per week) but with the opportunity to move into a full-time role. This exciting newly created position reports directly to the Chief Operating Officer and is responsible for working broadly across the organization on a variety of HR-related matters. This is a role for someone looking to stretch and grow their career with added responsibilities over time and a possibility for full-time employment and will appeal to someone with several years' HR Coordination experience or someone looking to return to the workforce in a part-time HR role. Duties include, but are not limited to:

Human Resources

- Organizes and participates in orientation and on-boarding of all new employees; maintains and updates Employee Handbook
- Maintains accurate and complete employee records including background checks (electronic and hard copy)
- Prepares new hire, employee and absentee reports; maintains and monitors employee vacation schedules
- Assists with coordination of internal and external training programs and ensures that all necessary documentation is maintained and filed
- Facilitates and assists with the performance review process (mid-year and year-end)
- Researches and pro-actively identifies improvements and makes recommendations as they pertain to Best Practices in our industry
- Stays abreast of the current government

Benefits

- Administers employee health plan, acts as a liaison between employees and insurance providers and resolves benefits-related issues; reconciles benefits monthly
- Liaises with benefit providers and assesses marketplace for Best Practices

Payroll/Compensation

- Handles initial set up of new employees on ADP and processes monthly payroll and all ad-hoc payroll as required
- Maintains employee records on ADP; updates base salaries and benefits as necessary as well as promotions and employee information changes; responds to employee queries related to ADP and payroll
- Reconciles ADP Reports to QuickBooks
- Works closely with the auditors as necessary during both interim and year-end testing
- Assists in preparation of schedules to support Note Disclosure in Financial Statements
- Annually populates and coordinates compensation survey submissions
- Maintains and updates compensation files and spreadsheets for off-site meetings

Reporting

- Involved in FTE monthly reporting for head office
- Updates Base Salary and FTE Budget Templates and submits for approval
- Updates Quarterly Forecasting and compares to Plan

Qualifications

- Degree or Diploma in Human Resources Management or Business Administration Human Resources
- CHRP Designation or working towards the designation an asset
- Minimum 2-3+ years' experience in a similar role in a professional working environment (financial services, legal, management consulting, etc.) but looking to stretch and grow their career; will consider a more experienced HR professional looking to return to the workforce, initially in a part-time role
- Knowledge of relevant Employment legislation (Employment Standards Act, Ontario Labour Code, etc.)

- Demonstrated strong computer skills working with MS Office Applications (Word, Excel, Outlook, PowerPoint)
- Strong oral and written communication skills; highly developed interpersonal skills and the ability to convey information effectively
- Demonstrated ability to establish and maintain personal credibility and broad relationships; strong integrity with ability to maintain confidentiality and manage highly sensitive information
- Flexible with solid organizational, analytical, time management and problem-solving abilities; Intellectual agility
- Able to work well with staff at all levels of an organization in a team-based environment
- Pro-active self-starter; able to work well independently with minimal supervision

This role will appeal to someone looking to stretch and grow their career in a collaborative, entrepreneurial environment. Further, you are a solid team player with a positive attitude and possess high professional and ethical standards. You endeavour to perform work beyond what is required at your level and are willing to “roll up your sleeves” in an entrepreneurial environment, to get work done as necessary. You have a demonstrated ability to be resourceful and persistent in gathering and assessing information and to quickly assimilate knowledge.

If you are interested in this role or want to refer someone, please submit your resume directly to agoffredo@cbrecaledon.com or careers@cbrecaledon.com