

Join the GEO Morphix Team

Join the GEO Morphix Team We are professional earth scientists specializing in geomorphology and earth surface processes. GEO Morphix Ltd. focuses on river and shoreline restoration, erosion hazard delineation and mitigation, and projects that require an in-depth understanding of erosion, sedimentation and sediment transport. Our team of industry leaders provide observation-rich answers based on a balanced application of quality science and years of experience to achieve practical, implementable, and acceptable solutions for all stakeholders. A successful project is one that meets or exceeds our client's objectives. GEO Morphix has a rapidly growing list of both public and private sector clients. We are currently looking to find a Human Resources and Health & Safety Coordinator to join our young and dynamic team. Being part of the GEO Morphix team provides an opportunity to learn, connect your academic studies to your career, and make a positive impact on the environment. While most of our team members are concentrated in southern Ontario, our hybrid office approach offers flexibility for staff working from home and extends our geographic presence across the market. GEO Morphix implements a range of technology to maintain effective and collaborative workspaces across virtual environments, which limits the environmental and social effects of commuting, and ensures the productivity and success of our employees.



POSITION DESCRIPTION

Human Resources and Health & Safety Coordinator (Campbellville, ON)

We are currently looking to hire a Human Resources and Health and Safety Coordinator to join our dynamic team. The incumbent would provide strategic leadership and guidance to ensure implementation of best practices in human resource management, and health, safety and wellness coordination. Further, the Human Resources and H&S Coordinator role would be responsible for oversight regarding our Health and Safety Management System in collaboration with the Health and Safety Committee. A successful candidate will have strong organizational and project management skills, excellent inter-personal skills, and must be outcome oriented as it relates to the objective of minimizing accidents, injuries and environmental damage.

In your role as Human Resources Coordinator:

Responsibilities & Requirements

- Develop knowledge of company policies & procedures, oversee policy compliance, create new policies as directed, review policies on an annual basis and maintain/update Employee Handbook as needed
- Support the recruitment, interviewing, hiring, and onboarding process, for all positions including preparation of job descriptions, job postings, job offer letters/contracts and new hire documentation
- Conduct reference checks and exit interviews as required
- Track and manage time and attendance in relation to vacation, sick/personal days and other absences ensuring employee data records are accurate and complete
- Ensure proper enrollment/changes to group benefits based on personnel changes
- Assist in the annual performance review process, including follow up with managers ensuring completion on a timely basis and as directed
- Assist with disciplinary matters to ensure documentation is in accordance with company policy
- Maintain and update organizational charts

- Assist in bi-weekly payroll processing ensuring timely processing of HR transactions
- Process Record of Employments (ROEs)
- Assist with year-end T4 reconciliation
- Assist with the preparation of WSIB, CRA, and EHT remittances
- Perform all required calculations for terminations including vacation payouts

Qualifications

- University or College degree in Human Resources
- Certified Human Resources Professional (CHRP) designation preferred or working toward designation
- Completion or currently enrolled in Payroll Compliance Practitioner (PCP) program
- Previous human resources experience an asset
- Extensive knowledge of current HR legislation, including the Employment Standards Act, Human Rights Code and Health & Safety legislation
- Excellent interpersonal, presentation, written and verbal communication skills with ability to mediate conflict resolution
- Maintain confidential and sensitive information in a professional manner with a high degree of integrity and work ethic
- Ability to balance the workload of multiple priorities and deadlines while maintaining attention to detail
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams)
- Strong problem-solving and critical thinking skills
- Excellent written, verbal, and organizational skills

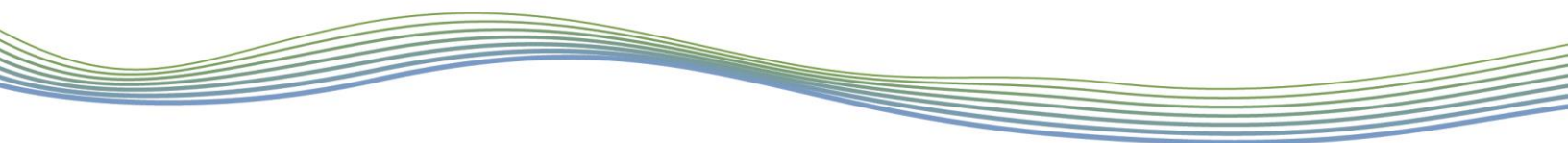
In your role as Health & Safety Coordinator:

Responsibilities & Requirements

- Develop, manage, administer the Health and Safety Program in collaboration with Health and Safety Committees and maintain COR certification
- Relay required safety information to all new hires
- Identify safety training requirements, make recommendations to Safety Committees and schedule the training as approved and required for all staff
- Assist in the identification, development, provision, and communication of appropriate health and safety related information, instruction and training (i.e., health and safety handbook and email bulletins)
- Manage components of the Health and Safety Program including completion of internal audits and hazard assessments, review of safety equipment, monthly inspections and quarterly meetings, and maintain the company health and safety database
- Be familiar with Workers' Compensation Board regulations and policies and provide support
- Work closely with supervisors and senior management to ensure workers comply with safety legislation while at work
- Coordinate the review of health and safety related policies and procedures
- Monitor and advise on legislative and technical changes relating to health and safety

Qualifications

- Diploma in Occupational Health & Safety, Occupational Hygiene or related discipline
- Occupational Health & Safety Certificate an asset
- Canadian Registered Safety Professional (CRSP) designation an asset
- Minimum of two (2) years current related experience
- Ability to interpret and apply applicable legislation, including OHSA and applicable regulations, standards and codes, WSIA and regulations, Human Rights, Employment Standards Act, Privacy legislation, etc.

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- Advanced knowledge of the COR certification program (i.e. risk analysis, accident investigation, workplace inspections, training and evaluation)
 - Excellent research skills
 - Effective time management, organization, analytical reasoning and problem-solving skills
 - Ability to work in a fast-paced team environment and ability to work a flexible schedule when required
 - Valid G drivers' license

GEO Morphix understands the importance of employee well-being and job satisfaction. Productive and energized staff are the key to a successful company. In support of this goal GEO Morphix offers:

- A friendly and accepting work atmosphere. We are committed to workplace diversity, inclusion, and equal opportunity, and recognize the associated benefits of different perspectives.
- A competitive compensation package including comprehensive benefits
- The opportunity to participate in an employer sponsored Group Registered Retirement Savings Plan
- The opportunity to participate in a performance-based bonus program
- Fitness/Recreation wellness benefit
- Employee training and development initiatives and support for career advancement (through financial assistance and flexible scheduling)

GEO Morphix Ltd. is committed to workplace diversity, inclusion, equal opportunity, and to compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We are a science-based company that supports vaccination to mitigate the impacts of COVID-19 on GEO Morphix Ltd. staff, our families, and the greater community. Many of the tasks associated with the position requires working closely with others or requires access to offices and sites where vaccination is compulsory. Please note that GEO Morphix Ltd. has a policy, and it is a term of employment that we require disclosure and full vaccination of employees due to safety, with accommodations addressed based on the Ontario Human Rights Code. This policy is in keeping with our company's obligation to support regional, provincial, and federal mandates to protect our employees, colleagues, and clients.

Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements. Only local candidates will be considered. Salary depends on skills and experience.

Please send resume and salary requirement to: opportunities@geomorphix.com