



## Human Resources Coordinator

Roots

### About the Company:

Established in 1973, Roots is Canada's leading lifestyle brand known around the world for its quality leather goods, athletic wear, yoga wear, accessories and home furnishings. Through its extensive involvement in the world of arts and entertainment, Roots has developed custom products for hundreds of films, TV shows, concert tours and other major cultural events and organizations. Roots is proud of its Canadian heritage and its strong link with Canada. Starting with a tiny store in Toronto, Roots now has more than 120 retail locations in Canada and the United States, and more than 100 in Asia. Roots is not only a brand, it's a culture and lifestyle.

At Roots, we look for dynamic individuals who are not only interested in retail and fashion, but who enjoy challenges and share our vision for a safer, cleaner, healthier planet. In addition to our customers, an intrinsic part of our success has always been the people who work here. Our clients and customers need to have confidence that our managers and associates at all levels of the organization have the knowledge, skills and competencies to excel. Our company depends on systems and processes that support the continued learning and development of our people. Roots is a company in which you can grow and benefit from the great opportunities often available. All members of our team are encouraged to 'spread their roots'.

### Job Description:

Reporting to the VP, Human Resources the ideal individual for this role is someone who is comfortable and excels at developing relationships both internally and externally.

You will be someone who strives for continuous improvement and who enjoys researching and keeping up to date on the latest best practices as they relate to Human Resource best practices.

You must be someone who is able to handle a variety of responsibilities in a professional manner, working on multiple assignments with a high degree of autonomy over your work and producing high-quality deliverables. You will have an opportunity to work in an environment that builds on the strengths of employees and promotes their professional and personal development.





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### Key Accountabilities:

- Support the VP, Human Resources with various functions including administration, presentations, and special projects
- Develop and maintain human resource metrics and analytics to assess and measure the effectiveness of programs and service delivery;
- Track and report on HR metrics on a weekly, monthly and quarterly basis across all areas of the business
- Assist with new hire onboarding process
- Facilitate head office exit interviews
- Support recruitment team with coordinating the coop and student placement hiring processes on a cyclical basis;
- Develop and maintain departmental reports via HRIS
- Update and maintain companywide health and safety initiatives, conduct regular inspections and attend JHSC meetings
- Assisting in the development of various human resource procedures, policies and processes and providing advice to all staff on the application and interpretation of policies and procedures;
- Draft human resources related correspondence including advising of salary changes, employment letters, offer letters, organizational announcements, termination letters etc.
- Support the internal performance review and goal setting processes
- Follow up on employee documentation required for Leaves of Absences & WCB claims
- Provide reports and support to the annual salary review and bonus processes;
- Participate as required, in the research, development and implementation of human resources initiatives; and be a sounding board and resource to staff in all matters involving their employment with the firm.
- Maintain budget for HR department expenses;
- Provide additional support as needed on various projects within HR.





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### Required Skills:

- Completion of a diploma or degree in Human Resources Management, Business Administration or other related program;
- 2-3 years of experience in a Human Resources role with a generalist focus;
- Experience in a retail environment is preferred
- Working Knowledge of pertinent legislation (Employment Standards Act, Pay Equity, Occupational Health and Safety Act, Ontario Human Rights Code, etc.);
- Strong customer service attitude along with the ability to build and maintain strong relationships both internally and externally;
- Strong knowledge of MS Office specifically Excel and PowerPoint
- Excellent verbal and written communications skills in English;
- Ability to deal with multiple demands and priorities;
- Ability to research, evaluate, analyze and prepare recommendations on HR related matters;
- CHRP designation (currently held or in progress) considered an asset.

**Job type:** Full-Time

**Location:** 1400 Castlefield Ave, Toronto

**Apply Info:** Apply through <http://www.roots.com/ca>

