

HR Coordinator

Are you passionate about education? Be part of a team that utilizes technology to transform the way students learn a new language or discover their passion for STEAM. There is no better place to make an impact – join U+ today!

About U+ Education:

U+ Education is a global, innovation-driven educational technology company dedicated to the long-term success of our students. We connect highly qualified Canadian teachers with students worldwide for interactive immersion learning in English, French, Spanish, Mandarin, Cantonese, Korean, and Japanese. Beyond language programs, U+ Education has expanded its offerings to include STEAM programs, which encompass coding and various camp programs to cater to a broad spectrum of students. With this expansion, we are eager to collaborate with talents from various disciplines to foster growth and development within the U+ community.

About this opportunity:

As an HR Coordinator, you will be the front-line representative for both customer recruitment and talent acquisition.

Key responsibilities are as follows:

- Support employee recruitment by editing and posting job descriptions, screening resumes, and conducting interviews.
- Attend job fairs at universities and high schools to recruit the best talents across Ontario.
- Overseeing employee onboarding and training programs.

- Collecting feedback to complete projects like onboarding improvement and job description review.
- Working with platforms like Riipen to enhance the involvement of HR functions at U+ (i.e., implementing new training and development processes).
- Supporting the rollout of various HR programs/initiatives (i.e. assessments, culture, colleague engagement surveys) via Google or Monday.com systems.
- Working in various sectors of the company! Majority of the time will be spent on HR development but candidates are expected to take on tasks related to other fields (such as business development, marketing, and curriculum planning) to gain a variety of experiences.

A great candidate for this position will possess the following:

- Excellent communication and collaboration skills.
- An orientation toward details and organization.
- Project management skills, including the ability to delegate tasks, manage multiple stakeholders, and prioritize tasks effectively.
- Ability to work independently and collaboratively.
- Ability to manage multiple projects simultaneously.
- (Prior knowledge of HR principles and practices and/or previous experience in HR roles are assets.)

First Aid + CPR-C certification is required for successful candidates. This can be obtained after co-op employment is secured.

This is a flexible job position where you have the option of hybrid working or working fully in person.