

Job Posting 25-C01

Human Resources & Quality Coordinator – Ontario (Any Location)

Overview

Jp2g Consultants Inc. is an employee owned, multi-disciplinary consulting firm providing a comprehensive range of planning, engineering, environmental, and project management services to the public and private sectors, from offices located in Arnprior, Belleville, Kingston, Ottawa, Pembroke, and Peterborough. Jp2g is committed to maintaining client satisfaction, encouraging employee growth, and enhancing the communities we live in.

Our growing organization currently requires an **HR & Quality Coordinator**. This fully in-office role may be worked out of any of Jp2g's 6 offices across Ontario. Inter-office travel will occasionally be required. The ideal candidate is diligent, hardworking, and team oriented.

Jp2g believes in employee empowerment. As a valued member of our professional team, you will enjoy a unique working environment and be provided with opportunities to demonstrate your initiative while developing your skills.

Job Description

As a member of our HR and Quality Management team, you will be responsible for providing support and coordination for Jp2g's Human Resources and Quality Managers. The ideal candidate:

- ❖ Has strong attention to detail
- ❖ Is self-motivated to maintain Jp2g's high standards
- ❖ Is organized, but flexible (must be able to prioritize and manage time)
- ❖ Works well in a fast-paced, dynamic environment

Role and Responsibilities

These roles and responsibilities are not intended to be all inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of Jp2g.

Human Resources

- ❖ Provide onboarding support including ensuring new hire workspaces are set up, arranging for and/or providing the office tour and introducing staff, assisting with office tools and programs, acting as Day One contact
- ❖ Support the new hire experience
- ❖ Complete administrative onboarding paperwork and enrollment activities
- ❖ Act a point of contact and reference for employees to connect with Human Resources
- ❖ Support Human Resources with administrative duties such as assigning training modules and record-keeping
- ❖ Provide a high-level of administrative support across Jp2g's personnel needs
- ❖ Prepare a variety of periodic reports for management upon requested
- ❖ Assist with policy preparation and implementation, including development of employee training materials
- ❖ Maintain and update third party Health and Safety portals with H&S stats, documents and insurance i.e. Avetta, ISNet World
- ❖ Ensure employee confidentiality is maintained

Job Information

Job ID: 25-C01

Location: Ontario

Experience (years): 0-3+

Status: Permanent, full-time

Industry: Engineering

Number of Positions: 1

How to Apply

Send your resume to:

Email: careers@jp2g.com

Subject: 25-C01 – HR & Quality Coordinator – Ontario

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.

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Human Resources and Quality Coordinator – Ontario



Quality Management

- ❖ Display awareness and act as a champion for corporate policy and procedures (aka Jp2g's Quality Management System)
- ❖ Monitor progress & prompt Quality Manager on upcoming deadlines/actions
- ❖ Compile metrics & prepare monthly reports of performance against corporate quality objectives
- ❖ Assist with the preparation of Corrective Action Reports and support the execution of Root Cause Analysis, Corrections, Corrective Actions, and Effectiveness Checks
- ❖ Complete Vendor Evaluations, maintain Approved Vendors List, assist with completing Annual Vendor Reviews
- ❖ Support proactive monitoring of client satisfaction
- ❖ Assist with QMS Training including orientation of new staff and refresher training
- ❖ Conduct project surveillance audits against company procedures
- ❖ Support document control for company procedures, checklists, and templates including maintaining an accurate log and ensuring evidence of review/approval
- ❖ Help plan, book, and participate in QMS project audits

Teamwork

- ❖ Build and maintain positive relationships with colleagues, other consultants, and key stakeholders to help ensure projects run smoothly and to resolve concerns promptly and efficiently
- ❖ Support the Jp2g management team to accomplish corporate targets and goals

Minimum Qualifications

- ❖ 0-3 years of experience in Administration, Business, Marketing, or Human Resources in Architecture, Engineering, or Construction industry
- ❖ Valid driver's license
- ❖ Eligible to seek security clearances
- ❖ ISO 9001:2015 Fundamentals Training (provided by Jp2g)

Qualifications

- ❖ Strict attention to detail and process-oriented
- ❖ Self-starter with strong organizational skills and the ability to take initiative
- ❖ Excellent problem solving, decision-making, and time management skills
- ❖ Ability to work independently, with a strong sense of initiative and ability to prioritize tasks
- ❖ Ability to work in a complex environment, dealing with multiple tasks and deadlines
- ❖ Sound communications skills in English (oral and written)
- ❖ Strong working knowledge of Office 365 (specifically Excel, Visio, and Word)
- ❖ Experience creating content in Adobe Creative Suite, Microsoft Publisher, and Canva is an asset
- ❖ Experience using Deltek Ajera accounting software or other ERP system is an asset

Compensation and Benefits

- ❖ Friday afternoons off year-round (36 hour/week)
- ❖ Group RSP planning opportunities
- ❖ Professional development and advancement opportunities
- ❖ Competitive compensation and benefits package
- ❖ Future shareholder opportunities

Jp2g is committed to fair and accessible employment practices. We will accommodate people with disabilities during the recruitment and assessment processes, and when people are hired. We will develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.