



<b>COMPANY:</b> Edenshaw Management Limited	<b>LOCATION:</b> Mississauga, ON
<b>TITLE:</b> HR & Operations Coordinator	<b>JOB TYPE:</b> One Year Mat Leave Contract - with possible extension
<b>REPORTING TO:</b> Sr. Director, Administration & Operations	<b>CONTACT:</b> <a href="mailto:Careers@edenshaw.com">Careers@edenshaw.com</a>

### **COMPANY BACKGROUND**

Edenshaw Developments Limited is a mid sized multi-family and high-rise residential developer based in Mississauga, Ontario and dedicated to complementing and enhancing the neighbourhoods in which it builds. With mindfully designed residences and thoughtfully planned, life-enriching amenities – we're not just building properties we're crafting communities.

### **SCOPE**

We are looking for a proactive and adaptable professional to support our Operations department with a variety of HR-related functions. In this role, you will manage HR tasks, including onboarding, vacation management and employee records administration using ADP Workforce Now HR module. Additionally, you will assist with various administrative duties supporting the Director of Construction and the Office Manager. The ideal candidate is highly organized, detail-oriented, and thrives in a dynamic environment while effectively managing multiple priorities.

### **RESPONSIBILITIES**

#### **HR Support**

- Facilitate employee onboarding and offboarding, including ADP processing, benefits, tax forms, ROEs, and Bonusly management.
- Administer ADP's HR modules, including troubleshooting, vacation tracking, and employee data updates.
- Assist with developing and maintaining corporate policies, ensuring HR and regulatory compliance.
- Generate and manage time-off reports, seating plan, and organizational charts.
- Assist with recruiting (low volume), including job postings, sourcing, interviews, background checks, etc.
- Assist with HR documentation, including offer letters and employment letters.
- Coordinate OHS compliance training and track certification renewals.
- Maintain statutory holiday calendars and process Edenshaw Christmas days in ADP.
- Monitor and respond to HR-related inquiries via the careers@edenshaw email.
- Must exercise discretion and protect confidential information at all times.

#### **Director of Construction Support**

Assist the Director of Construction in the following areas (but not limited to):

- Monthly credit card reconciliation
- Assist with property management coordination

- Coordinate site and office liaison duties
- Organizes lunch meetings and catering needs
- Assist with managing calendars and schedules
- Support invoicing tasks.

### **Operations Support**

Assist the Office Manager in operational duties in the following areas (but not limited to):

- Monthly credit card reconciliation
- Kitchen management
- Supply room management
- Couriers
- Ordering lunch for meetings
- Reception Area - fulfilling reception duties when the Office Manager is ooo or on vacation, including SignNow requests.
- Employee engagement - sending employee birthday cards and assisting with the execution of internal events e.g., a Lunch & Learn.

### **QUALIFICATIONS**

- Post-secondary education with a degree or diploma in a relevant field.
- Proven experience in office administration or a related role.
- Familiarity with HRIS systems, ideally Workforce Now / ADP.
- Exceptional ability to manage time, prioritize tasks, and maintain efficiency in a fast-paced environment with a proactive approach to problem-solving.
- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other relevant business tools.
- Highly detail-oriented with a high degree of focus.
- Strong ability to collaborate effectively with colleagues and maintain a professional, positive attitude.

### **INCLUSIVENESS**

At Edenshaw, we are committed to fostering an inclusive, accessible environment, where all employees and customers feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. If you require an accommodation, for the recruitment/interview process (including alternate formats of materials, or accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.