

# Human Resources Administrator

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## What is Bridgeable?

Bridgeable is an award-winning strategic design firm whose mission is to bridge the gap between what organizations know and what they do, delivering shared value to our clients and their customers. We strive to increase our profile as service design leaders in order to have the greatest impact possible.

We are a multi-disciplinary team — people who, in a different context, might be known as designers, scientists, futurists, or strategy consultants, but at the end of the day, we are all translators. We translate knowledge into action, insight into strategy, and strategy into tactics.

## What are we looking for?

Our team is currently seeking a **Human Resources Administrator**, who is passionate about improving the employee experience within the function of HR.

Designing great experiences is what we do here, and your focus will be on supporting the Associate, Human Resources in approaching the administrative aspects of HR from an employee centered perspective. Our goal is to create a seamless experience that provides our employees with the tools, resources, and support they need so that their creative energy is focused on the amazing work they do. You will primarily support the team from an administrative perspective and have the space to create efficiencies, and best practices that help propel our HR team to the next level. Your time will be divided between a variety of different HR functions such as recruitment, benefits administration, performance evaluations, policy compliance and much more!

As part of the Operations Team, you will report to the Associate, HR and indirectly to the COO.

Some of the tasks involved are:

- Recruitment process administration such as initial candidate screening and tracking, coordinating interviews and assisting with interview preparation for hiring managers
- Job posting administration and monitoring as well as general candidate communications
- Student recruitment process for summer Designership program
- Benefits administration including adding new employees to company benefits plan, processing change requests, and answering employee inquiries on benefits coverage
- On-boarding new employees including scheduling initial training and orientation sessions, IT set-up, preparation of on-boarding materials and other communications as assigned.
- Maintain HR records by tracking and recording new hires, departure, terminations, promotions, compensation increases, etc.
- Ensuring employee personnel filing is kept up to date and organized
- Assisting with HR Policy compliance across the organization
- Performance Evaluation process support
- Perform research for the Associate, HR; assists with special projects and performs related duties as assigned
- Perform other HR related duties as directed by the Associate, HR

## What are the Key Qualifications?

You have:

- An undergraduate degree or diploma in Business Administration, with a specialization in Human Resources Management or relevant education or field experience
- 1-3 years of experience (including summer internships or co-ops)
- Experience with posting to job boards including LinkedIn, school job boards, Indeed, etc.

You are:

- A multi-tasker extraordinaire that time-boxes activities for max efficiency
- Extremely organized and take pride in being meticulous in filing
- Outgoing in nature and love to be relentlessly useful
- Trustworthy and discreet with an ability to handle sensitive and confidential information with care

You love:

- The balance between working independently and on multidisciplinary creative teams
- Taking a user-centered approach to problem-solving
- Finding new and efficient ways to improve processes

## Why work at Bridgeable?

### Great Work Culture:

We understand that you spend a lot of time at work and we invest a lot into making that time enjoyable and energizing. We have created a great space to enable you to comfortably focus your creative energy on your work.

We have built a great team that values initiative, integrity, empathy, adaptability, and transparency, that thrives on working collaboratively to deliver impactful solutions. Our Employee Experience team is dedicated to creating enriching activities, like mindfulness meditation, improv, and creative experiments - to relax, invigorate and strengthen the Bridgeable team.

Our entrepreneurial environment gives you freedom to drive your success in your position. We offer you the opportunity to work on groundbreaking initiatives with some of the most innovative organizations in the world. We are constantly investing in ways to improve the impact of design.

As a diverse and growing organization, we value your growth and offer you the space, resources and autonomy to take your career to the next level. Along with providing an incredible amount of on-the-job learning we invest in personal and professional development opportunities. We know that if you are learning, we are learning, and our impact is expanding!

### Great Benefits:

In addition to the opportunity to participate in impactful work with a passionate team, we also offer a competitive compensation package and share our success across the team. Our benefits package will have your health and dental needs covered and we provide all of our employees with an optional fitness membership.

We are located in the Liberty Village neighbourhood of downtown Toronto, a vibrant centre for professionals in media, tech and design.

Apply with cover letter, and resume to [careers@bridgeable.com](mailto:careers@bridgeable.com) with the email title: *HR Administrator*