

## HR Coordinator

If you are an enthusiastic HR professional looking for a place to apply your communication, mediation, and decision-making skills, we'd love to hear from you! We are looking for an organized, proactive team player to join the Halwell team as our full-time HR Coordinator.

Reporting to the VP, Claims and Corporate Services, the successful candidate will respond to both internal and external HR requests and provide HR support to the Management Team. They will be responsible for maintaining employee records, working with outside vendors, and the administration of payroll and benefits. They will also support and lead the recruiting and hiring process, onboard new employees, track employee education, absences, and more.

The successful candidate will possess:

- College diploma or university degree
- HRP professional designation or working towards said designation
- 2-5 years' experience
- Strong problem-solving skills, as well as excellent verbal and written communication skills
- Ability to make difficult decisions and take measured risks confidently

### About Halwell

#### **We have a strong network.**

Halwell Mutual Insurance Company is one company in a community of Ontario farm mutuals that work together, creating a great work environment and many opportunities.

#### **We care about the growth & wellbeing of our staff.**

We have a friendly, caring place where you use your skills and experience to help our team continue to deliver top rate service to our broker partners. And, because of our large network, staff members have regular opportunities to learn and grow professionally.

#### **We are strong, and have been around for a while.**

Halwell is a policyholder owned, financially secure, community-based property and casualty insurer located in Guelph, Ontario. Halwell has been insuring the property assets of rural, small town and urban policyholders for over 155 years with Gross Written Premium base of over \$20 million. It offers high quality insurance products for farm, property, commercial and automobile through a dedicated team and experienced broker distribution network.

#### **We have a great location and great perks.**

Our beautiful brand new office is in the South end of Guelph, in the new Hanlon Creek Business Park. We're close to the 401, Hanlon Pkwy, and downtown Guelph – so it's easy to get here, and there's lots happening around us! As well, our new building boosts employee wellness with a gym, outdoor patio, well-equipped comfy lunchroom and collaborative seating areas, many walking trails, and more! We have regular lunch and breakfast gatherings, and enjoy a very friendly and open atmosphere.

If you meet these qualifications, and are interested in joining a dynamic team environment, please reply in confidence with a detailed resume to [hr@halwellmutual.com](mailto:hr@halwellmutual.com) by **December 10, 2018**.

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