



## Administrative & Human Resources Coordinator

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### Job Description

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Reporting directly to the CEO, the Administrative & Human Resources Coordinator will play an integral role in organizational development.

### Duties and Responsibilities

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#### Administration

- Prepare various reports and perform other administrative functions
- Managing calendars and scheduling meetings for CEO and CTO
- Conduct various follow-ups on projects, clients, statuses for the Executive Team
- Responsible for preparing the Executive team's expense reports
- Follow up on staff timesheet completion status in Harvest
- Liaison with ETS university Research Chair recurring meetings
- Work on with the CEO and CTO on Ad hoc projects and reports
- Property & Logistics Management for EERS Employee Wellness Campus Program

#### Human Resources

- Actively participate in the recruitment process: job descriptions, postings & screening, phone and in-person interviews, draft offers & contract.
- Participate in new employee onboarding (orientation, 1-month follow-ups, end of probation) and offboarding (offboarding forms, coordination with payroll, exit interview).
- Responsible for the group insurance benefits administration.
- Responsible for suggesting and leading various HR improvement projects
- Coordination of the performance and salary review process
- Lead the organization of company social and community activities
- Collaborate with experts to maintain and improve employer brand

### Education and work experience

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- DEC in Administration, Human Resources or any related field
- Experience in a similar position

#### Minimum Knowledge, Skills & Abilities:

- Quality written and verbal skills in English and French.
  - Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
  - Excellent computer skills, including Excel & Egnyte.
  - Good interpersonal and communication skills: ability to accept direction, provide and receive constructive feedback.
  - Excellent analytical and problem-solving skills.
  - Strong time management and organizational skills; ability to manage multiple tasks, be punctual and meet deadlines.
  - Ability to work both independently and collaboratively in multidisciplinary teams.
  - Self-motivated and determined.
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### About EERS

Founded in 2014, EERS Global invents, designs and tests in-ear advanced technologies to accelerate go-to-market of game-changing products. Our cutting-edge technology augments the human experience in communication in challenging situations, hearing protection, biometric and wellness monitoring, brain computer interfacing, and is repeatedly validated in the field and some have become an ANSI [Standard](#).

Through co-development partnerships, we bring a stream of new products to market. Beyond prototyping, we produce scalable, easily transferable, manufacturable product taking the development execution risk out of the equation.

A global centre of excellence in research in acoustics, audio and biosignal processing, in-ear technologies and product development, we attract high-caliber scientists and engineers to our team. Our head office is located in the heart of downtown Montreal. We offer competitive salaries as well as a great team environment. EERS Global is an equal-opportunity employer committed to diversity.

If you see yourself in this role, please submit your CV through our [EERS Career platform](#).

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