



LifeSpeak Inc (TSX: LSPK)

Human Resources Coordinator

We are looking for a full-time, dynamic, self-starter to join our rapidly expanding and socially responsible business. As Human Resources Coordinator at LifeSpeak, the selected candidate will manage employee life cycle activities from recruiting and onboarding to benefits administration, policy development, and compliance activities, all the way to end-of-employment activities.

Repeatedly recognized as one of Canada's Best Workplaces by Great Place to Work, LifeSpeak is a fast-growing, SaaS provider of mental health and wellbeing education with a rapidly expanding global presence. We provide organizations with mental health and wellbeing resources to support their employees, their customers, and their families, so they can stay healthy and present and live their best lives. Our educational on-demand platform features over 2,300 micro-learning videos, blogs, podcasts, and tipsheets from more than 300 world-class experts. We support a diverse array of clients around the globe, including Fortune 500 companies, government agencies, insurance providers, and other health technology firms.

This role is perfect for a passionate HR professional who wants to fulfill the mechanics of HR while also improving how LifeSpeak manages its process and supports its people. As LifeSpeak grows, the successful candidate for this role will have the opportunity to take on further responsibility, providing recommendations for creating new processes and implementing best practices. We have employees across Canada and the US and in Ireland, the UK, and the middle east, so learning regional HR practices and standards is critical.

The role reports to the SVP of Operations and will be based in the greater Toronto area. Currently, the position is remote; however, this may change to a partial or full-time in-office arrangement once COVID-19 related restrictions are lifted.

Key Responsibilities:

- Serve as the first point of contact for all employees regarding benefits, onboarding, and other HR-related activities.
- Independently research and use procedures, policy manuals, and other reference materials to assist in answering employee and manager inquiries and to resolve issues.
- Assist hiring managers with the process of recruitment, including vetting and tracking candidates and assisting with interviews.
- Generate official internal documents, such as offer letters and verification of employment.
- Create onboarding plans and educate newly hired employees on HR policies, internal procedures, and regulations.
- Compile and maintain employee files.
- Work with vendors on administering benefits.

- Work with managers to manage employee performance and assist with employee relations issues.
- Review practices and documentation for compliance and accuracy under multiple jurisdictions' rules.
- Continuously learn and recommend the latest HR best practices to improve workplace efficiency.

Qualifications/Skills:

- Bachelor's degree in HR, Labor Relations, Business Management or a related field
- Minimum of five years of experience as an HR Generalist
- Experience with both Canadian and US labor rules and HR management activities/principles
- Knowledge of employee relations and the principles, practices, and procedures of human resources administration.
- Knowledge of HR administrative tasks and responsibilities.
- Thorough working knowledge in relevant areas of employment law.
- Ability to research information and analyze data to arrive at valid conclusions, recommendations, and plans of action.
- Strong empathy and interpersonal relationship skills to work with individuals and groups in a constructive and collaborative manner and to gain the cooperation and support of others.
- Ability to communicate clearly and concisely, both orally and in writing.
- Strong organizational and planning skills with the ability to manage multiple projects concurrently.
- Excellent verbal and written communication skills.
- Advanced computer skills, including data entry, data processing, communication tools, and human resources software.
- Problem-solving skills and resourceful thinking.
- Attention to detail and analytically driven.

Differentiators we will look for

- CPHR certification
- Bilingual—Canadian French/English

Compensation

\$80-90K, based on experience and skills

Supplemental health benefits—medical, dental, pharmacy

World class mental health and total wellbeing resources

About LifeSpeak

LifeSpeak Inc. is a leading software-as-a-service provider of mental health and total wellbeing solutions for organizations committed to caring for their employees and customers. With 17+ years of experience in the space and multiple service lines from expert-led micro-learning



videos and other digital content to digital fitness and virtual substance use disorder solutions, LifeSpeak helps 100's of companies support their people anytime and anywhere. LifeSpeak serves a diverse global client base across many industries and sectors, including Fortune 500 companies, government agencies, insurance providers, and other health technology firms.

To learn more, follow LifeSpeak on LinkedIn (<http://www.linkedin.com/company/lifespeak-inc>), or visit www.lifespeak.com.