

## People & Culture Generalist

### Description

As an integral member of the Coconut Software People and Culture team, the People & Culture Generalist assumes a crucial supportive role. Reporting directly to the SVP, People & Culture, this role will be entrusted with facilitating all P&C functions to enhance our department's impact internally and uphold a positive company culture in alignment with business objectives. The primary responsibilities include providing support for our various people committees, overseeing programs such as DEIB and Social initiatives, coordinating Learning and Development efforts, contributing to Talent Acquisition endeavors, ensuring Health and Safety compliance, providing P&C administrative and office support, and engaging in pertinent projects as needed. Above all, the P&C Generalist embodies a fervent dedication to delivering a stellar 5-star experience within our dynamic, people-first environment. \*Please Note: This is a 16 month contract role. YOU ARE FIRED UP TO Be the learning and development point of contact for all team members and leaders In partnership with the Business Partner team, create and roll out content required for Coconut employee training and coordinate third party learning vendors and consultants when required Promote a learning culture by creating and communicating L&D opportunities across the organization Support leaders and P&C Business Partner team with employee development needs by sourcing training programs/materials and making recommendations. Act as the administrator for Coconuts LMS (WorkRamp) Ensure all employees complete required compliance training by tracking and following up with employees and leaders Provide ongoing updates to the company onboarding program, ensuring we are providing current, up to date information Support Talent Acquisition with full cycle recruitment efforts to ensure appropriate staffing levels posting, reviewing candidates, interviewing, employment offers and working with recruitment agencies as needed Lead Coconut employee programs including the DEIB committee, Social committee and the Health and Wellness committee. Support the planning and execution of events for these programs, and budget allocation Provide support in the Toronto office by managing passcards and lock system (activations/deactivations), ensuring we are compliant with H&S requirements and assist in any coordination with facilities needs Coordinate employer branding opportunities through social posts; creating the copy for marketing approval Coordinate Birthday, Cocoversary & Life Event perks administration Support P&C Manager in All Hands preparation Support other P&C related projects and initiatives in conjunction with the P&C Business Partner team **WHAT YOU BRING TO THE TEAM** Minimum 2 years human resources experience Bachelor's degree (or equivalent) in HR, Business or related field Excellent verbal and written communication skills Proficient understanding of employment legislation Analytical critical thinker & problem solver, with the ability to see and empathize with competing perspectives to create and deliver ideal solutions Resourceful mindset with the ability to understand when to research autonomously and when to ideate collaboratively Self-starter with an unparalleled attention to detail Relationship builder who can operate cohesively and effectively with many roles cross-organizationally Strong project management skills Agile mentality with the ability to shift focus in alignment with business needs Please mention the word **\*\*APPRECIATIVE\*\*** and tag RMzQuMTQ1LjI0MC4xMDY= when applying to show you read the job post completely (#RMzQuMTQ1LjI0MC4xMDY=). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

### Contacts

Job listing via [RemoteOK.com](https://www.remoteok.com)

### Hiring organization

Coconut Software

### Job Location

Remote

### Base Salary

\$ 70000 - \$ 115000

### Date posted

June 5, 2024

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