

Job Posting:
Human Resources Coordinator

Who are we?

At Southmedic, we are proud to employ passionate and innovative people who believe in finding a better way. We manufacture and distribute medical devices to the global healthcare market, with a focus on providing high-quality products and services that enhance the quality of patient care. Each member of Southmedic contributes towards making a positive difference in the quality of life for people in over 80 countries.

What do we value?

Our core values guide our organization's success:

- We foster an **open-minded culture**, where we promote **diversity and inclusion** amongst our workforce.
- We recognize the **commitment** and **loyalty** of all employees, as they are the most vital component of our organization.
- We hold **accountability** and **integrity** in the highest regards within all functions of our organization.

What is role of the Human Resources Coordinator?

As the Human Resources Coordinator, you will provide ongoing support to the HR Team within all applicable HR functions. This includes talent acquisition and onboarding, training and development, employee relations, policy development and execution, and various administrative activities.

How can you be successful within the Human Resources Coordinator role?

- Possess 3-5 years of previous Human Resources experience
- Understand the importance of developing and maintaining cohesive team relationships
- Support your Southmedic team by achieving and exceeding organizational goals
- Demonstrate commitment through perseverance, punctuality, and determination to always find a better way
- Driven to achieve an effective work environment through efficient multi-tasking and a strong focus to detail
- Pursue continuing professional development through the HRPD Designation program

How can I grow at Southmedic?

Through development opportunities, employees can help build a career path to achieve their own personal aspirations. We are focused on the strengthening of our workforce through the internal growth and advancement of all team members at Southmedic. To help assist our employees in reaching their full potential, we encourage continuous learning through professional education, on the job training, and co-op/apprenticeships.



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