



Interested in being part of Nova Scotia's energy transformation?

HR Coordinator

Who we are:

IESO Nova Scotia is an independent, non-profit organization that is responsible for the planning of an electrical system that meets the province's energy needs now and into the future. This includes procurement of new electricity generation and storage resources at the best possible cost and, over the next two years, taking on grid operations including real-time dispatch, energy purchases and transmission system operation.

IESO Nova Scotia employees are guided by operating principles and values that include credibility, transparency, collaboration, independence, innovation, respect, public service, safety and security and reliability for electricity customers.

Sounds amazing, doesn't it?

Role Summary:

Reporting to the HR Manager, the HR Coordinator is primarily responsible for supporting operational excellence within the HR Department. This role ensures accuracy, consistency, and efficiency across core HR processes. The HR Coordinator plays a critical role in maintaining data integrity, supporting positive employee experiences, and ensuring HR practices align with organizational policies and applicable legislation. In the role of HR Coordinator, you will be joining a world-class team that is driving Nova Scotia towards a sustainable energy future.

Responsibilities include:

- Act as first point of contact for employee HR inquiries.
- Support benefits administration (enrollments, changes, vendor liaison).
- Coordinate employee engagement initiatives and events.
- Support payroll data submission and reconciliation.
- Ensure document retention complies with legislation.
- Support policy rollouts and acknowledgment tracking.
- Assist with internal audits and compliance reporting.

You are:

- A post-secondary graduate of a Human Resources or Business Administration program (asset)
- A highly motivated self-starter who takes initiative
- Well organized and invested in the details
- Able to build positive relationships at all levels of the organization
- Resourceful when it comes to solving problems
- Intellectually curious
- Entrepreneurial with a growth mindset
- Passionate about creating a great culture
- Passionate about diversity, equity, and inclusion
- Able to prioritize and manage multiple projects simultaneously
- Comfortable with ambiguity and changing environments
- An effective communicator
- Creative
- Collaborative
- Proficient in Microsoft 365

What we offer:

- Competitive benefits and paid time off
- Energetic, driven, fun culture
- Smart, collaborative team members
- The ability to work remotely
- A competitive salary commensurate with your experience
- A chance to reduce the carbon footprint and work toward a cleaner energy future in Nova Scotia!

Learn more:

- To apply, submit your resume to careers@ieso-ns.ca
- Check us out at www.ieso-ns.ca
- Follow us on social media <https://www.linkedin.com/company/ieso-ns>