# HR & Contractor Services Coordinator

**About Connex**

Connex Personnel Inc. is a Newfoundland and Labrador owned and operated company with its office in St. John's. Connex provides technical contract resources to the industrial, power utility, petrochemical, oil and gas, drilling, subsea and mining sectors, placing hundreds of technical personnel with clients in Newfoundland and Labrador, Alberta and internationally. The name Connex is pronounced "connects". It reflects our purpose: connecting the right resources with the right client or project.

**About the role**

The HR & Contractor Services Coordinator supports the contractor engagement process from recruitment and onboarding through assignment completion. You will keep records accurate, coordinate travel and accommodation, manage job postings, and support payroll documentation.

**What you will do**

- Develop and manage job postings and recruitment administration, and support candidate sourcing, interview coordination, and background and reference checks.
- Run contractor onboarding and maintain accurate contractor records.
- Coordinate travel and accommodation for contracted resources.
- Manage the training matrix and book Contractor training.
- Collect timesheets and expense claims with the required approvals before payroll deadlines.
- Respond promptly and professionally to contractors, candidates and client contacts.

**What you bring**

- Two to five years of experience in HR administration, recruitment support, payroll support, travel coordination or a related administrative role.
- A diploma or degree in human resources, business administration or a related field, or equivalent education and experience.
- Strong organization, accuracy and follow-through across competing deadlines.
- Clear written and verbal communication and a professional service approach.
- Proficiency with Microsoft 365, especially Outlook, Word and Excel.
- Experience supporting a remote team, coordinating contractor travel, staffing or industrial sector experience are assets. CPHR candidacy or credential is an asset.

**What we offer**

- Permanent, full-time work from your own home office, wherever you live in Newfoundland and Labrador.
- Three weeks of vacation plus paid time off between Christmas and New Year's.
- Group health and dental coverage and a group RRSP with employer matching.
- Company-provided computer and equipment for home office work.
- A small, growing company where your work is visible and valued, and where you build skills across recruitment, onboarding, travel and payroll support.

**How to apply**

Send your resume and a short cover letter to hr@connexpersonnel.com.

Learn more about Connex at www.connexpersonnel.com.