



Talent Administrator

As our Talent Administrator, you're the steward of an office culture that lives and breathes outside. You'll take the lead in the recruitment, hiring, onboarding, training and communication with Origin's employees and contracted freelancers.

To be successful, you'll apply your understanding and love of the outdoors, as you help our thriving team grow without losing the special fuel mix that powers Origin (Hint: we have learned the fuel is not 100% beer, though we have it on tap, in case that changes). Most importantly, you have experience working in office administration or HR roles where you've dialed the recipe for team success.

The Talent Administrator ensures we're dedicated to the pursuit, growth and development of talent that will strengthen our business and meet our vision as the most strategic and creative agency in outdoor sport.

Job Details

Job Title: Project and Admin Coordinator

Direct Report: Director of People & Performance

Position: Part-time, permanent

Salary: \$45,000 - \$50,000

Whistler

201-1002 Lynham Road
Whistler, BC V0N 1B1
604-932-8482

Montréal

55 Mont-Royal Ouest #603
Montréal, QC H2T 2s6
514-842-5252

Benefits

Vacation: 2 weeks paid per year, plus paid non-stat days between Dec. 25 and Jan. 1

Recreation: \$500 recreation credit in first two years, up to \$1000 in third year

Health: HUB Health Trust of \$500 per year

Training: \$500 per year in training (symposium, conferences, classes or other)

Qualifications

- 1-2 years of experience as a Coordinator in an advertising or marketing agency
- 1-2 years of experience in client management/client communication
- 1-2 years of experience in print production coordination

Responsibilities

Recruiting

- Recruiting
- Development of job descriptions > researching, documenting, updating
- Salary research for new positions, updating annually
- Advertising for permanent and contract positions
- Monitoring corporate email accounts
- Vetting resumes, making first contact, reviewing portfolios, assessing skills
- Short-listing, setting up interviews with department heads
- Relationship management with contractors
- Liaising with recruitment agency and department heads on relevant applicants

Hiring

- Reference checking
- Preparing job offers, employment contracts and setting up employee files
- Preparing government paperwork and online accounts for new recruits

Onboarding

- Setting up employee files, payroll details, executing employment agreements
- Coordinating computer, phones, software requirements
- Coordinating account and device setups for new hires (basecamp, emails, WMJ, Adobe, etc)
- Setting up new staff workstations, desks/chairs/computers/phones/office supplies
- Orientation and onboarding

Training Management

- Development of training plans
- Training plan scheduling, execution, and oversight

Terminations/Exits

- Exit interviews
- References

HR Communications and Management

- HR policies and procedures review
- Managing Benefits (HUB, recreation allowances, cell phones and vacation days)
- Maintaining staff HR files (online and offline)
- Staff communication: anything related to remuneration, benefits, HUB questions, HR processes, ski/rec passes, etc.
- Event, Christmas party, retreat planning
- Staff meeting/presentations prep

Model Casting

- Researching and shortlisting models for video and photoshoots
- Creating and maintaining contracts and licences
- Coordination and communication with selected models

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