



Founded in 1976, Argyle Associates Oral & Maxillofacial Surgeons is one of the largest and most established groups of its kind in Canada, providing the complete scope of oral and maxillofacial procedures for our patients. With four locations in the greater City of Ottawa, the success of our firm is based on our founding partners' early recognition that our goal is to always work with your dentist to achieve the best possible results and provide you with the highest possible standards of care. Our four core values are at the root of everything we do – Caring, Excellence, Teamwork and Community. Our patients get a partnership with trusted medical advisors that will provide them with timely, proactive, strategic dental and medical advice through collaboration and the over-riding philosophy of patient-focused care. Our priority is to restore your dental health and partner with you to comfortably maintain it. Argyle Associates is currently seeking a dynamic professional to assume the role of

## **Human Resources Coordinator**

Under the direction of the Chief Operating Officer, the Human Resources Coordinator is an integral role responsible for championing the HR function within the Firm. You can handle a variety of responsibilities in an organized and professional manner, working on multiple assignments with a high degree of autonomy and producing high quality deliverables. Proficient at developing relationships both internally with our staff, and externally with candidates, you are the key point of contact for proactively providing advice, guidance and support on all matters related to Human Resources. You demonstrate a strong employee and client service focus while initiating and executing a variety of human resources and administrative functions including coordination of all recruitment and onboarding activities, compensation and benefits, employee relations, performance management and payroll oversights. You will also provide operational HR support to the COO and Management Team through the creation and administration of progressive HR policies and procedures, as required. Confidentiality and discretion in communications are imperative, as well as excellent project management skills and an ability to readily adapt to changing priorities.

As a well-qualified candidate, you are an energetic and highly motivated individual with a minimum of 1-2 years' related Human Resources experience in an office environment, with particular expertise in recruitment and employee relations. You enjoy working in an innovative, challenging, and collaborative culture, and have the drive to partner with the COO and Management Team to succeed in realizing the Firm's business goals. Possessing completion of a diploma or degree in HR Management, Business Administration, or other related program, and a Certified Human Resources Professional (CHRP) designation (currently or in progress) will be definite assets. Superior verbal and written communications skills, as well as strong knowledge of MS Office will also be assets. Experience working in a professional services environment would also be positively considered.

Argyle values diversity. We are committed to building a workforce that reflects the diversity of our community. We thank all those who express an interest; however, only those under consideration for the role will be contacted.

**Should you wish to learn more about this unique professional opportunity, please call Mike Lupiano in strictest confidence, at 613-862-2999, or email your CV and letter of introduction to:**

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[www.lupianosearch.com](http://www.lupianosearch.com)

