



Human Resources Coordinator

Location: New York, NY

Fiera Capital Inc. is the U.S. division of Fiera Capital Corporation, a leading North American independent investment manager with over \$85 billion in assets under management as of December 31, 2016. Fiera Capital offers thoughtful investment solutions for high net worth individuals and institutions. The U.S. division currently manages approximately \$19.6 billion in assets across a spectrum of traditional, nontraditional, and bespoke investment strategies. To learn more about the company, please visit: www.fierausa.com

Fiera Capital Inc. is indirectly wholly-owned by Fiera Capital Corporation, which is listed on the Toronto Stock Exchange.

POSITION SUMMARY

Reporting to the HR Manager, the HR Coordinator provides operational and administrative HR support in the areas of recruitment, talent management and benefits.

KEY RESPONSIBILITIES

Key priorities for this role would include focus on the following:

- Prepare job descriptions and post positions internally and on external sites
- Schedule interviews and maintain applicant flow in Applicant Tracking System
- Update organizational charts
- Prepare supporting documents such as spreadsheets, charts, or PowerPoint presentations, and create forms
- Administer human resources information systems and ensure the integrity of employee databases and records. Query databases and prepare a variety of analytical and management reports
- Assist in operational processes: on-boarding/off-boarding processes, transfers, personnel file maintenance, employment verifications, I-9 compliance, tracking tasks, facilitate HR team meetings, and unemployment claim
- Update process documentation to ensure a seamless backup process
- Support HR projects and programs, as needed

SPECIALIZED SKILLS AND EXPERIENCE

- Bachelor degree required in Human Resources or other relevant field
- Minimum of two (2) years of relevant experience in Human Resources
- Investment management experience a plus
- General knowledge of Human Resource policies & practices
- Experience in HRIS administration is strongly preferred



- Strong analytical skills with ability to compare and contrast information, draw conclusions and prepare recommendations
- Proven ability to perform research, compile and present data in a logical and concise format
- Excellent written and verbal English communication skills with strong interpersonal skills
- Strong organizational skills, and a high regard for customer service and the protection of confidential and highly sensitive information
- Highly organized with strong follow up skills and the ability to multitask
- Proficiency in Microsoft Office (Word, Excel and PowerPoint)

Those interested in this position may send their resume to careersUS@fieracapital.com. Please note that only successful applicants will be contacted.

Fiera Capital is an Equal Opportunity Employer that is committed to inclusion and diversity.