

Job Description: People & Onboarding Specialist

Location: Remote

Job Type: Full Time

About Us:

At Creatorade, we're not just an influencer media company—we're a hub of creativity, collaboration, and innovation. Our mission is to enable creators to help local communities and businesses grow through meaningful connections. To achieve this, we create a workplace where every team member is valued and empowered to do their best work. We're on the hunt for a passionate People and Onboarding Specialist who can help us continue building this inclusive and vibrant environment. If you're ready to make a real impact and have a little fun along the way, we want you on our team!

Job Summary:

As our People and Onboarding Specialist, you'll be the friendly face and guiding hand for all things related to our people. From rolling out the welcome mat for new hires to keeping our recruitment engine running smoothly, your role will be central to ensuring our team thrives. You'll also dive into event planning, benefits administration, and team member engagement to keep our workplace buzzing with positivity and support.

Key Responsibilities:

1. Onboarding New Employees:

- Be the ultimate guide for new hires—lead them through orientation, training schedules, and the necessary administrative to-dos.
- Serve as the go-to person for new hires, answering questions, offering support, and making sure they're settling in comfortably.
- Get creative by crafting engaging “meet the team” social posts to introduce new employees to the wider team, our audience, and the public at large.

2. Recruitment:

- Partner with hiring managers to understand staffing needs, and then craft compelling job descriptions (like this one!) that attract top talent.
- Post job openings across various platforms, review resumes, and conduct initial interviews.

- Keep the recruitment process smooth and stress-free—schedule conversations, communicate with candidates, and facilitate seamless hiring experiences.

3. General People Responsibilities:

- Assist in developing and rolling out people policies and procedures that align with our culture, growth plans, and legal requirements.
- Keep our employee records accurate and up-to-date, ensuring compliance with all relevant labor laws and company policies.
- Be a reliable resource for employees seeking guidance on people-related matters, from policy clarifications to personal support.
- Support decision making through preparing and analyzing core KPIs (e.g., employee satisfaction score)

4. Company Events:

- Bring your creativity to the table by helping plan and organize memorable company events, from team-building adventures to inspiring training sessions and lively social gatherings.

5. Benefits Administration:

- Take charge of our employee benefits programs, making sure everyone is covered with health insurance and the other perks we offer.
- Assist employees with enrolling in benefits, making changes, and navigating any claims or questions.
- Stay on top of the latest in benefits regulations and ensure our offerings are compliant and competitive.

6. Team Member Engagement (Check-ins):

- Conduct regular check-ins with employees and contracted exclusive creators to listen, support, and ensure they're thriving.
- Gather feedback and offer insights to help us continually improve employee/contractor engagement, satisfaction, and our overall workplace vibe.

Qualifications:

- A Bachelor's degree in Human Resources, Business Administration, or a related field (or equivalent experience that wows us!).
- Proven experience in People, recruitment, or a similar role where you've made a difference.

- A solid understanding of Canadian People/HR best practices, employment laws, and benefits administration.
- Exceptional communication, organizational, and interpersonal skills—because you'll be connecting and engaging with people every day.
- The ability to handle sensitive information with the utmost confidentiality and professionalism.

Why Join Us?

At Creatorade Media, we believe work should be meaningful, engaging, and fun. Join our team, and you'll be part of a company that values creativity, collaboration, and a strong sense of community. We offer competitive benefits, opportunities for growth, and a work environment that's both challenging and rewarding.

Ready to take the next step in your career? Apply today and let's create something amazing together!