

Human Resources Assistant (Entry Level Position)

BGC East Scarborough is actively recruiting for a Human Resources Assistant with outstanding administrative and communication skills. Our ideal candidate is a conceptual thinker with excellent organizational and time management skills. The incumbent should display remarkable conflict resolution and problem solving skills with a solid understanding of building employee relationships, current labour laws, and recruitment trends.

Reporting to the Manager of Human Resources and Payroll.

Responsibilities:

Recruitment & Staff Retention

- Collaborate with the hiring manager to complete job analyzes and compose job descriptions
- Compose job postings and/or job ads; post on external recruitment sites and internal job board
- Assist in the organization of resumes and job applications; short listing qualified applicants for the hiring manager to review
- Develop relevant interview questions and skill tests to assist the agency in selecting the right candidate
- Represent the agency in community and recruiting events
- Assist the Manager of Human Resources and Payroll in analyzing staffing needs
- Assist in the development of strategic solutions in maintaining skilled staff and reducing turnover rates

Administration

- Support all internal and external HR related inquiries or requests
- Coordinate employment reference checks and job offers
- Assist department managers and supervisors with performance management process
- Assist the Manager of Human Resources and Payroll in composing HR related correspondence (i.e. welcome emails, HR notices, etc)
- Orientate new employees to the organization (setting up a workstation, email address, keys, codes, employee badge, etc)
- Maintain a system to track employee credentials and renewal dates (ie CPR/1st Aid, Vulnerable Sector background checks, etc)
- Compose and update policies and procedures as directed
- Assist in the tracking of HR related statistics for reporting purposes
- Assist in updating employee absences and accrue time balance
- Actively participate in committees
- Assist in all aspects of HR related administration as directed

Experience and Training/Education

- Completion of a university degree or community college diploma in Human Resources or completion of equivalent training or education complemented by appropriate human resources experience.
- One or more years of demonstrated experience in Human Resources, preferably with experience in a Generalist role.
- Hands-on experience with an HRIS or HRMS
- WHMIS training is an asset
- CHRP designation certification is an asset

Knowledge and Attributes

- In-depth knowledge of employment and workplace legislation such as Human Rights, Health and Safety, AODA, ESA and generally accepted HR guidelines
- Competence in building and effectively managing interpersonal relationships at all levels of the company
- Excellent oral and written communication skills
- Excellent interpersonal and team building skills
- Ability to work under pressure with attention to detail; strong organization and time management skills
- Strong problem solving skills and the ability to work independently
- Demonstrates a strong work ethic

Hours: 37.5 per week

Contract period: One Year

Job Code: HRA-2022

Please submit resume to the: hr@esbgc.ca

Thank you for your interest. Only applicants selected for an interview will be contacted. The BGC East Scarborough is committed to the principles of employment equity and encourages applicants from all Human Rights protected groups. We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.