



## **HUMAN RESOURCES ADMINISTRATOR (GENERALIST)**

### **18 MONTH CONTRACT**

**Department:** Corporate Services, Human Resources  
**Reports to:** Supervisor of Human Resources  
**Location:** 77 Mary St. Pembroke

#### **POSITION SUMMARY:**

The Human Resources Administrator will actively carry out Human Resources (HR) activities within the Agency, and provide support to the Supervisor of Human Resources as required. The Human Resources Administrator will coordinate recruitment activities, maintain employee files, ensure tracking of relevant demographic information, and support training initiatives in the Agency.

#### **GENERAL RESPONSIBILITIES:**

- Coordinate quality recruitment activities in accordance with the Agency's Recruitment and Retention Plan:
  - Post and advertise for job openings
  - Maintain a resume and applicant profile database
  - Participate in career days, job fairs
  - Screen resumes and employment applications
  - Verify applicant references, certification, licensure and educational credentials
- Schedule, coordinate and where appropriate conduct interviews of job applicants
- Coordinate the Agency's student placements
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion
- Assist in conducting and coordinating new employee orientation to foster positive attitude toward organizational objectives.
- Act as backup to the Payroll Analyst
- Coordinate training events as required
- Maintain electronic and paper employee files in accordance with legislation and policies and procedures
- Format HR documents
- Prepare offer letters and other correspondence as instructed by the Supervisor of Human Resources
- Attend, as required, Agency committee meetings and external committee meetings;
- Attend, as required, team meetings and all-staff meetings;

- Assist with special projects as needed;
- Other duties as assigned by the Director of Corporate Services

**KNOWLEDGE & SKILL REQUIREMENTS:**

- Bachelor's degree in Business or Human Resources preferred, minimum college level diploma in Business or Human Resources required;
- Actively working to obtain CHRP designation preferred
- Experience in computerized and manual human resources systems and processes including orientation and onboarding, payroll and benefits administration, and time and attendance management;
- Ability to deliver consistent, professional administrative and human resources services to clients, community members and staff;
- Above average administrative skills and excellent public relations skills;
- Advanced computer knowledge and technical efficiency with the ability to learn new applications and then assist staff in a help desk capacity;
- Above average accuracy, respect for data integrity and a responsibility for quality assurance;
- Well-developed organizational skills with an ability to prioritize and manage time effectively;
- Respect for confidentiality and professionalism within the organization with an ability to be objective regarding confidential human resource matters;
- Ability to work in a team environment in completing priorities with minimal supervision;
- Knowledge of agency policies, procedures and equipment is considered an asset;
- Bilingualism is considered an asset.

**APPLY:**

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[www.fcsrenfrew.on.ca](http://www.fcsrenfrew.on.ca)