

Job Posting #	2018-039
Title:	Human Resources Assistant
Classification:	Support
Employment Duration:	Regular, Full Time
Salary Range:	\$45,737 - \$57,244
Location:	Toronto, ON

The Ontario Association of Children's Aid Societies (OACAS) has represented Children's Aid Societies in Ontario since 1912, providing service in the areas of government relations, communications, information management, education and training to advocate for the protection and well-being of children.

The **Human Resources Assistant** will be split 50-50 between the HR department and the Executive Office. The HR Assistant will support all day-to-day HR needs including time & attendance and payroll, health and safety, recruitment, orientation and onboarding, and benefits and compensation. The HR Assistant will also be working with the Executive Assistant in the Executive Office to provide a wide range of administrative and clerical support to the Chief Executive Officer, Executive Assistant and other Executive Office team members.

A copy of the full job description is available online at: <http://www.oacas.org/wp-content/uploads/2018/09/Job%20Description%20-%20OACAS%20-%20Human%20Resources%20Assistant.pdf>.

Qualifications:

Education and Experience

- Post-secondary education in human resources management, business administration or related field
- Certified Human Resources Professional (CHRP), or working towards designation
- Minimum 2-3 years of experience in an administrative support role
- Ability to balance and multi-task the day-to-day administrative tasks in a fast-paced environment with minimal supervision
- Aptitude for a high degree of accuracy and attention to detail
- Strong analytical, problem solving and negotiation time management skills to effectively support the human resources and executive team function
- Strong interpersonal, listening and verbal communication skills to develop and maintain effective relationships throughout the organization and with external stakeholders
- Excellent planning and organizational skills and demonstrated initiative to manage a high volume of work with competing deadlines and priorities
- Experience with complex calendar management, booking high profile meetings, events, scheduling travel and managing expense reimbursement process.
- Strong writing and proofreading skills to support the preparation of policies and procedures, job descriptions, letters, memos, minutes, reports, emails, etc.

- Demonstrated ability to maintain strict standards of confidentiality and exercise discretion and judgment
- Demonstrated ability to deal with sensitive issues with tact, diplomacy and compassion
- Strong collaborative skills to work effectively as part of a team
- Knowledge of legislation governing human resources such as the Employment Standards Act, Human Rights Code, Occupational Health and Safety, etc.
- Knowledge of standard office administrative policies and procedures
- Knowledge of the principles of diversity, inclusion and anti-oppressive practice
- Strong computer skills with proficiency in Microsoft Office

Assets

- Previous minute or note taking experience preferred
- Bilingual English/French
- Experience working in an HR capacity
- Previous experience with an HRIS/Payroll and Applicant Tracking System

APPLY ONLINE at <https://jobs-oacas.icims.com/jobs/intro> by November 16, 2018.

We thank all candidates for their interest; however only those considered for an interview will be contacted.

OACAS is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.

Accommodation at OACAS

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.