



The Children's Aid Society  
OF HAMILTON

Serving Hamilton's children and families since 1894.

La Société d'aide à l'enfance  
DE HAMILTON

Au service des enfants et des familles de Hamilton depuis 1894.

## EMPLOYMENT OPPORTUNITY

The Children's Aid Society of Hamilton was established in 1894 as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario, focusing on the well-being and protection of children. The Society is committed to the strengthening of families, while valuing diversity and promoting equity.

**We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Society encourages applicants from all qualified individuals.**

We are currently seeking a skilled and committed individual to join our team as a:

### **Human Resources Assistant**

Non-Unionized position

Temporary Full Time (1year contract)

\$54,978 – \$66,939

Reporting to the Supervisor, Human Resources the incumbent is responsible for providing quality customer service to the organization while also providing timely and accurate administrative support to the Human Resource Department.

#### **Major Responsibilities:**

- Supports the Human Resources department by performing reporting, data entry, and administrative duties to ensure the department is functioning efficiently and accurately.
- Inputs required information in the Human Resources Information System (HRIS) and ensures information is kept current.
- Responsible for streamlining administrative processes; maintains electronic filing system.
- Assists with internal and external recruitment by organizing interviews, checking references, preparing letters etc.
- Prepares for meetings by composing and distributing agendas and materials.
- Co-ordinates and maintains schedule of Director of Human Resources.
- Creates and maintains the organizational chart, circulates as required.
- Deal with sensitive or personal information in a confidential and professional manner.

#### **Key Qualifications:**

- College Diploma in business administration or related field of study with a minimum of three (3) years of experience in an administrative support role.
- Human resources experience considered an asset
- Excellent customer service and interpersonal skills providing meaningful and timely interaction with all levels of staff and external partners.
- Excellent written and oral communication with great attention to detail.
- Experience in a unionized environment is preferred.

*All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other.*

Interested applicants should submit a current resume to [careers@hamiltoncas.com](mailto:careers@hamiltoncas.com) or by or Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #048**) by September 30, 2020

*Applicants that may require accommodation due to disability during the selection process must notify Human Resources when contacted for an interview.*