



## Career Opportunity - Bargaining Unit Category

### HUMAN RESOURCE COORDINATOR

Administrative Job Class

Permanent

\$54,329.92 - \$65,193.48



The Catholic Children's Aid Society of Toronto requires a highly skilled and professional Administrative Coordinator to join the Human Resource Services Team. As an integral part of the human resources team, the Administrative Coordinator provides confidential, generalist, senior level administrative support in all human resource functions including: recruitment and staffing, classification, employee and labour relations, benefit and compensation, health and safety. The successful candidate will be a flexible, discreet and a well organized individual.

#### Duties Include:

Reporting to the Director, Human Resources Services, under the administrative guidance of the HR Coordinator, the incumbent is responsible for:

- Generalist administrative support for the ongoing human resources activities of assigned client groups;
- Taking lead responsibility for administrative support to HR Team and specialty areas:
- HRIS System - implementation and maintaining system; be the back-up to HRIS Analyst
- Benefits and compensation - including initiating/updating payroll documents, administering/auditing billings, recording benefit changes, salary increments;
- Recruitment, staffing and succession planning - including preparing job postings, arranging for internal posting/external advertising, setting up files, closing competition files, processing new staff, conduct/process driver's abstracts, employment letters, et al.;
- Criminal Reference Check - including initiating criminal reference checks, following up with Police, tracking and processing invoices;
- Health and Safety, WSIB - including assisting the consultant responsible for corporate health and safety to analyze systems and workflow and to develop/document policies, systems, and standards; data gathering, research and preparing of reports; submitting WSIB reports.
- Responding to routine requests and liaising with payroll, external consultants and a number of program providers.
- Providing administrative services such as developing and maintaining filing/storage systems, maintaining electronic databases, ordering supplies, arranging for coverage, etc.
- Works in a safe manner in accordance with the Society's Health and Safety Policies and procedures and all relevant legislation;
- Other duties as assigned.

#### Qualifications Required:

- Post-secondary education in related field and three (3) to five (5) years demonstrated progressive experience in a senior administrative position.
- A broad knowledge of the principles and practices of human resources role and responsibility.
- Advanced knowledge and skills in computerized software packages and programs such as word processing, spreadsheet database management, presentation and project management (e.g. Microsoft Office, Lotus Notes, HRIS system (Oracle or equivalent)).



- Strong judgment, analytical skills and sound problem skills to effectively to determine the nature, urgency and appropriate action required.
- Demonstrates sound problem-solving and reasoning skills to undertake research and prepare clear reports.
- Exceptional organizational and time management skills to multi-task and prioritize work items across all administrative areas effectively and efficient delivery of administrative and business support services.
- Excellent verbal, written and listening communication and interpersonal skills to respond to a variety of inquiries, both verbally and in writing, from within and outside the agency.
- Shows discretion, tact and good judgement in handling sensitive and/or confidential issues and inquiries.
- Demonstrated ability to work independently and in a team environment and to use initiative in a fast-paced environment characterized by **high volume**, competing priorities and strict deadlines.
- Demonstrated understanding of, and commitment to, integrating the values in the CCAS Mission Statement, the principles of equity, justice, non-discrimination and accessibility into practice, service delivery and team relationships.
- Demonstrated understanding of Society's Health and Safety Policies and Procedures and relevant legislation.

**Assets:**

- CHRL designation.
- Children's Aid Society experience.
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Internal closing date: July 20, 2021 at 11:59PM

External Closing Date: July 29, 2021 at 11:59PM

[Click here to apply.](#)

*We appreciate all applications received. All communications will be held in strict and professional confidence. Only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.*

*CCAS is committed to a selection process that values equity, diversity, and inclusion and also reflects the community serves.*

**Anti-Oppression/Anti-Racism at CCAS**

*CCAS is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.*

**Accommodation at CCAS**

*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 need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-395-1500. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*