

Human Resources Assistant

About The Agency

Jewish Family and Child Service is a multi-service, client-centered, family service agency and a Children's Aid Society. We support the healthy development of individuals, children, families, and communities through prevention, protection, counselling, education, and advocacy services, within the context of Jewish values.

About the Role

We are seeking a **Human Resources (HR) Assistant** who will be responsible for providing administrative support to the HR Team in the areas of human resources information systems (HRIS), recruitment and selection, health and safety, and other human resources functional areas. This is a non-union position, *due to the current pandemic environment this position is currently working remotely and is occasionally required to work from our offices.*

Responsibilities:

- Provide administrative support to the HR Team.
- Maintain HR files and employee files in accordance with legal and administrative requirements and policies.
- Assist in the recruitment of Agency positions: prescreening, setting up interviews, reference and criminal checks, creating posting (internal and external) and announcements
- Maintain the HR Team email account and distribute employee inquiries to the appropriate HR team member in a timely manner
- Assist in compiling, inputting and preparing HR related statistical data and reports
- Maintain HRIS (Workforce Now) Document Cloud on an ongoing basis
- Provide technical support to Workforce Now users
- Assist with converting paper employee files to electronic files
- Support the HR Team in health and safety initiatives such as pandemic related activities, PPE tracking, etc.
- Provide support in the interpretation of the collective agreement, HR policies and procedures while ensure consistent application across the Agency.
- Provide HRIS data entry and maintenance in preparation for semi-monthly payroll
- Represent the Agency's mission, vision, and values in the community
- Perform other duties as assigned

Qualifications:

- Undergraduate degree or post-secondary diploma in human resources or related field.
- 1 years of relevant experience in a Human Resources field.
- Working towards CHRP designation.
- Strong skills using Microsoft Office and other HRIS (ADP Workforce Now experience will be considered an asset).
- In-depth understanding of recruitment tools such as resume databases and online communities.
- Willing to take initiative and work independently when needed.
- Strong organizational, communication, and interpersonal skills
- Ability to handle and prioritize multiple tasks
- Comprehension of French or another language will be considered an asset

Job Details

Position Type:

6 month contract

Reporting To:

Manager, Human
Resources &
Administration

Salary Range:

\$40,000 to \$50,000

Location:

Central Branch
4600 Bathurst St.
Toronto, ON M2R 3V3

Posting Date:

July 22, 2021

Anticipated Start Date:

August 2021

If you are interested in applying for this position, please submit your résumé and cover letter.

Jewish Family and Child Service is committed to the principle of equal opportunity in employment and welcomes candidates from diverse backgrounds. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required.

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

To learn more about Jewish Family and Child Service, please visit: www.jfandcs.com | www.facebook.com/jfandcs