



Human Resources / Administrative Assistant (Full Time – Permanent)

Position Summary:

The Human Resources / Administrative Assistant is responsible for assisting the Human Resources department with the day to day HR functions and responsibilities, as well as, assist Scheduling and Payroll with the preparation, processing and reconciliation of scheduling and payroll on a regular basis.

The Human Resources / Administrative Assistant assists with the day to day Human Resources and Payroll functions and duties. They will also assist the Scheduling staff with publishing the rosters, following up with employees and their supervisors and managing leave requests. The individual will carry out responsibilities in the following functional areas: Human Resources Information systems, employee relations, employee orientation, benefit administration, recruitment and tracking, scheduling, leave administration, preparing payroll, reconciliation, distribution and transmission of payroll on a bi-weekly basis. The incumbent may be required to perform any other additional duties, related to Human Resources or Payroll

Qualifications:

- Degree or Diploma in Business, Accounting / Finance, Human Resources or Labor Relations or any related discipline, or equivalent.
- Two years' experience in Administration, Human Resources Generalist / Assistant role or related field.
- Proven interpersonal and communication skills. Good organizational, communication and problem solving skills, coupled with the ability to work effectively and co-operatively with other staff, professional support services and members of the community.
- Valid driver's license and access to a reliable vehicle
- Excellent computer skills, including Word, Excel, HRIS and Payroll systems
- General knowledge of various employment laws and practices
- Experience in administration of benefits and other Human Resources programs
- English required, only - Bilingualism (English and French) will be considered an asset

Compensation & Benefits: CLSM provides a competitive pay package, with an eligibility for extended Health & Dental, employer matched Group RRSP and other benefits upon successful completion of probationary period.

Affiliation: Management/Administration (non-unionized)

Schedule: Monday – Friday (8:30 a.m. – 4:30 p.m.)

Application Deadline: November 26, 2021 @ 4:30 pm.

If you are interested in this opportunity, please forward your cover letter and resume to, CLSM Human Resources department @ hr@clsm.on.ca, before the deadline.

We thank all the applicants for their application, however, only short-listed candidates will be contacted further, for interviews.