



Administrative Assistant - HR & Scheduling (Full Time - Permanent)

Position Summary:

The Administrative Assistant – HR & Scheduling is responsible for assisting the Human Resources department with the day to day HR functions and responsibilities, as well as Scheduling.

The Administrative Assistant – HR & Scheduling 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 on a bi-weekly basis. The incumbent will act as back up for Payroll and may be required to perform any other additional duties, related to Human Resources and Scheduling.

Qualifications:

- Diploma preferred, in Administration, Accounting / Finance, Human Resources or Office Management or any related discipline, or equivalent.
- Two years' experience in Administration, HR or Scheduling 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, Payroll and/or Scheduling systems
- General knowledge of various employment laws and practices
- Experience in administration of benefits and other Human Resources programs
- English essential - 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.) – 35 hours / week

Application Deadline: March 8, 2022 @ 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.



Community Living
South Muskoka

**Community Living South Muskoka is an equal opportunity employer. We value the importance of diversity, dignity and the worth of every person in the workplace. As such, CLSM offers accommodation for applicants with disabilities in its recruitment processes. If you require any form of accommodation, please contact the Human Resources Department so that we can ensure we make the appropriate arrangements for the accommodation requested.*