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Committed to our clients living with dignity by delivering quality programs, housing and supportive services

## **HUMAN RESOURCES ASSISTANT** **Full-time, Permanent**

You can make a difference in the lives of adults with disabilities and seniors who have chosen to maintain their independence by living in their own homes with pride and dignity. Guelph Independent Living (GIL) is a non-profit organization providing personal support services to people where they live since 1975.

### **Responsibilities:**

Reporting to the Manager, Human Resources, the Human Resources Assistant is responsible for general HR administration functions including:

- Performing all components of bi-weekly payroll using CCIM payroll system
- Overseeing the complete recruitment process, including job postings, resume coordination, interviews and agency orientation
- Assisting with employee benefits administration and LTD Management
- Responsible for posting rotations, preparing letters for applicants, and all associated paperwork
- HR communication and event planning
- Entering and maintaining all HR data including new hires, benefit changes, transfers, terminations and payroll
- Assisting with compiling information and preparing reports, spreadsheets and documents
- Participating as a member of various committees, some minute taking required
- Responding to employee and management inquiries related to employment, benefits and payroll
- Other administrative tasks as required

### **Qualifications:**

- Post-secondary education in a Human Resources program
- 2-3 years working experience in Human Resources, in a non-profit setting
- Experience working in a unionized environment preferred
- Experience with CCIM MIS an asset
- Knowledge of HR principles, policies, procedures and practices including all applicable legislative requirements
- Proficiency in MS Office Suite (Word, Excel and Outlook), Microsoft 365
- Dependability and the ability to maintain confidentiality
- Detail oriented with excellent analytical and organization skills
- The ability to handle multiple priorities in a fast paced, results oriented environment
- Exceptional written and oral communication skills with a proven ability to write correspondence, reports, minutes and procedures
- Exceptional interpersonal skills, demonstrated professionalism
- Team player able to interact collaboratively and effectively with both internal employees and external partners/contacts

This position is 35 hours per week

Start date: ASAP

Closing: 8:30 a.m. Monday, July 4, 2022

To apply, please go to: <https://gil.prevueaps.com/jobs/> and apply to **Human Resources Assistant**