

JOB POSTING

Program Assistant, Human Resources (Full time, Permanent)

Better Living Health and Community Services, is currently recruiting for a Program Assistant to work with the Human Resources Department. The Program Assistant, Human Resources will assist with all aspects of the recruitment cycle including developing job postings, screening resumes, conducting interviews and onboarding new employees. This position is also responsible for compiling HR department statistics, coordinating employee leaves, and participating in health and safety initiatives. This position reports to the Manager, Administration and Human Resources.

The successful candidate for this position must have the following qualifications:

- A 1 year college diploma in human resources or related experience
- A minimum of 6-12 months of related work experience in an office or not-for-profit organization
- Proficient in the use of MS Office
- Working knowledge of Employment Standards Act, Human Rights Code, WSIB, Occupational Health and Safety Act, and other legal standards in Ontario an asset
- Successful completion of *Vulnerable Sector Screening* within one month of employment

The successful candidate(s) for this position must be able to:

- Recruit new employees including job postings, screening resumes, conducting interviews
- Onboard new employees
- Maintain up-to-date employee files
- Develop and conduct training sessions
- Compile HR department statistics including training records, incident reports and annual compliance requirements
- Coordinate employee leaves including correspondence, documentation and return to work follow-up
- Assist with planning and executing staff recognition activities
- Supervise placement students and volunteers as required
- Participate on the Joint Health and Safety Committee
- Manage multiple workplace demands through strong organizational, prioritization and time management skills
- Possess excellent interpersonal skills
- Demonstrate strong written and verbal communication skills
- Exercise judgement, diplomacy and discretion
- Have the flexibility to travel to multiple work locations, including Newmarket

SALARY: \$32,301 per annum

Please email or fax your cover letter and resume to Human Resources by Friday, March 9th, 2018 at 5:00pm:

E-mail: hr@betterlivinghealth.org

Fax: 416-510-1104

Please quote **"Program Assistant, Human Resources"** on the cover letter and e-mail subject line.

Better Living is an equal opportunity employer and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for

accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes however only those granted an interview will be contacted. No phone calls, please. Thank you.