

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2023-227

POSITION TITLE: Human Resources Administrator	
DEPARTMENT: Human Resources/Management	STATUS: Regular Full-Time, non-bargaining unit
# HRS / WEEK: 35	CONTRACT DATES: N/A
REPORT TO: Senior Manager, Human Resources	HOURLY RATE: Commensurate with experience
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Human Resources Administrator position assists the Human Resources Department with a wide variety of administrative tasks including but not limited to recruitment, onboarding, orientation, minutes for meetings, and maintaining TNGCS's organization charts. The incumbent reports directly to the Senior Manager, Human Resources however, they will provide administrative support to the entire department as needed. The Human Resources Department is customer service driven across the organization. It is very important that they work closely and build a positive relationship with the unions.

The incumbent follows processes that are in place with a heightened sensitivity to working in accordance with the collective agreement and TNGCS policy. They work closely with hiring managers across the organization to ensure recruitment for unionized positions and non-unionized job postings are executed in accordance with the TNGCS Recruitment process. The Human Resources Administrator works within an environment that values equity, diversity, and inclusion as well as decent work and social justice. They may be the first point of contact for prospective and new employees and as such, are expected to deliver an exceptional recruitment and welcoming onboarding experience that exemplifies why TNGCS is a great place to work.

MAJOR DUTIES:

- Support hiring managers with the full-cycle recruitment and selection process. Take detailed notes during interviews.
- Maintain a positive relationship with the union.
- Post positions internally and externally for both unionized and non-unionized roles as required
- Coordinate communication with applicants for initial/telephone screen; interviews; job offers; etc.; per TNGCS Recruitment process.
- Conduct reference checks for prospective candidates as required.
- Administer Police checks process per TNGCS policy.
- Prepare routine correspondence (new hire letters, changes to status, confirmation of employment letters, etc.)
- Assist the department to coordinate the orientation of new staff.
- Ensure the completion of all post recruitment activities such as employee file management, production of ID badges, and collection of recruitment related documentation.
- Assist in tracking completion of program-specific orientation within specified timelines.
- Assist in responding to internal and external human resources related inquiries from employees, and managers at all levels.

REQUIREMENTS & QUALIFICATIONS:

- Completion of post-secondary education in human resources or equivalent years of relevant HR experience.
- Working towards or having achieved CHRP designation is an asset.
- Minimum 2 years of experience in Human Resources Support, Administration and Recruitment, unionized experience is an asset.
- Experience in a high-volume recruitment setting is an asset.
- Knowledge and experience around recruitment best practices and procedures in a similar field strongly desired.
- Experience working with equity, diversity and inclusion hiring initiatives or practices is an asset.
- Good knowledge of Employment Standards Act legislation and labour laws.
- Demonstrated respect for the confidentiality of employee information.
- General experience using HR software, experience with ADP (primarily WorkforceNow) and/or recruitment software is an asset.

To apply, submit your resume with "TNG2023-227" in the subject line of your email to:
careers@tngcs.org

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement