

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# TNG2026-144

POSITION TITLE: Human Resources Systems Administrator	
DEPARTMENT: Human Resources	STATUS: Regular Full-Time, non-bargaining unit
# HRS / WEEK: 35	CONTRACT DATES: n/a
REPORT TO: Manager, HR Systems and Reporting	HOURLY RATE: \$33.50/ \$60,962 annually
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION:

The HR Systems Administrator reports to the Manager, HR Systems and Reporting and is responsible for the administration and maintenance of HR, payroll, benefits, and related systems and databases. The position provides administrative support to the HR department as required and delivers customer service and support to employees, Managers, HR team members, and external service providers. Support is provided in accordance with applicable HR legislation, payroll, and benefits requirements. The position ensures the accuracy and integrity of employee information and promptly identifies and resolves discrepancies in accordance with organizational policies, collective agreements, and applicable legislation.

TNGCS is committed to equity, diversity, inclusion, decent work, and social justice.

MAJOR DUTIES:

Payroll, Benefits & Employee Administration

- Process bi-weekly payroll accurately and within required timelines.
- Maintain accurate employee data in HR, Payroll, Benefits, and HRIS systems
- Administer employee group benefits and pension enrolment, changes, and terminations.

HR Systems, Data & Reporting

- Administer, maintain, and support the optimization of HRIS and related systems.
- Ensure the accuracy, integrity, security, and confidentiality of employee data through regular reviews, reconciliations, and audits.
- Identify, investigate, and resolve data discrepancies, payroll issues, and system errors.
- Assist with the preparation, validation, and maintenance of HR, payroll, benefits, and other reports

Compliance & Documentation

- Ensure HRIS, payroll, and benefits processes comply with applicable legislation, collective agreements, organizational policies, and internal controls.
- Maintain accurate HR, payroll, benefits, and related documentation in accordance with organizational policies and retention requirements.
- Maintain strict confidentiality of employee and organizational information.

Customer Service & Collaboration

- Provide guidance and support to employees, Managers, and HR team members regarding HRIS, payroll, benefits, and related processes.
- Liaise with HR team members and Managers to ensure employee information and documentation is complete, accurate, and processed within required timelines.
- Respond to HR-related inquiries from employees, Managers, and external Partners.
- Collaborate with HR, IT, Payroll, benefits providers, unions, and other partners on system improvements, enhancements, and process changes.
- Maintain positive working relationships with unions, staff, and Managers across all departments.

Team Support

- Provide backup support to other HR Administrators and HR team members as required.
- Perform other duties as assigned.

REQUIREMENTS & QUALIFICATIONS:

Education & Experience

- Post-secondary education in Human Resources or a related field, or an equivalent combination of education and relevant HR experience.
- Minimum 2 years of practical experience in HR, payroll processing, benefits administration, and/or HRIS administration. Experience with ADP Workforce Now is an asset.
- Experience working in an HR department within a unionized environment is an asset.

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. This posting is for an existing vacancy.

- Working toward or having achieved the CHRP designation is an asset.

Knowledge & Technical Skills

- Knowledge of employment-related legislation, including the Employment Standards Act, Human Rights Code, and other applicable legislation.
- Strong computer skills, including Microsoft Office, email, websites, databases, and HR/Payroll systems.
- Knowledge of payroll and benefits administration, related reporting, organizational policies, procedures, and internal controls.

Skills & Abilities

- Strong attention to detail and commitment to accuracy and quality.
- Strong analytical, judgment, organizational, and time-management skills, with the ability to manage multiple priorities and meet deadlines.
- Excellent customer service, communication, and interpersonal skills, with the ability to respond to questions and provide support related to HR systems, payroll, and benefits to employees, Managers, and HR team members.
- Excellent customer service, communication, and interpersonal skills, with the ability to respond to questions and resolve matters with employees, Managers, and HR team members.
- Self-motivated, resourceful, organized, and able to work independently and as part of a team.
- Ability to handle sensitive and confidential employee information with discretion and professionalism.

Other Requirements

- Willingness and flexibility to work onsite and adjust work schedules and duties to meet departmental and organizational needs.
- Ability to travel between GTA locations as required.
- Commitment to following organizational policies, procedures, and applicable internal controls and supporting continuous improvement of HR processes
- Understanding of and commitment to incorporating TNGCS values of EDI and decent work into everyday work practices.

To apply, submit your resume with “TNG2026-140” in the subject line of your email to: careers@tngcs.org