

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# TNG2026-105

POSITION TITLE: Human Resources Administrator – Recruitment & Program Support	
DEPARTMENT: Human Resources	STATUS: Regular Full-Time, non-bargaining unit
# HRS / WEEK: 35	CONTRACT DATES: N/A
REPORT TO: Manager, Human Resources Recruitment & Training	ANNUAL SALARY: \$60,692
CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Human Resources Administrator – Recruitment & Program Support position assists the Human Resources Department with a wide variety of administrative tasks including but not limited to recruitment, onboarding, orientation, and general program support. The incumbent reports directly to the Manager, Human Resources Recruitment & Training however, they will provide administrative support to the entire department as needed. The Human Resources Department is customer service driven across the organization.

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 and non-unionized positions are executed in accordance with the TNGCS Recruitment process. 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. The Human Resources Administrator – Recruitment & Program Support position works within an environment that values equity, diversity, and inclusion as well as decent work and social justice.

MAJOR DUTIES:

- Support hiring managers with the full-cycle recruitment and selection process.
- 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.
- Prepare routine correspondence (new hire letters, changes to status, confirmation of employment letters, etc.)
- Assist the department to coordinate the orientation of new staff within specified timelines.
- Ensure the completion of all post-recruitment activities such as employee file management, production of ID badges, collection of recruitment related documentation, and probation/trial period tracking.
- Prepare payroll documentation, ensuring accuracy of information and timely submission.
- Collect and organize data for various reporting requirements.
- Provide program support to designated department.
- Maintain a positive working relationship with the unions, staff, and managers across all departments.
- Assist in responding to internal and external human resources related inquiries from employees, and managers at all levels.
- Other duties as assigned

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, not-for-profit, unionized experience is an asset.
- Experience in a high-volume recruitment setting is an asset.
- Ability to travel between GTA locations as required. 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 Workforce Now) and/or recruitment software is an asset.
- The willingness and flexibility to alter work schedules and regular duties to accommodate the needs of the department and/or the Agency.

To apply, submit your resume with “TNG2026-105” 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, colour, 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.