TNG Community Services | CENTRAL NEIGHBOURHOOD HOUSE NEIGHBOURHOOD LINK ST. STEPHEN'S COMMUNITY HOUSE

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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# TNG2026-196

POSITION TITLE: Human Resources Administrator	
DEPARTMENT: Human Resources	**STATUS:** Temporary Full-Time, Non-Bargaining Unit
# HRS / WEEK: 35	**CONTRACT DATES:** ASAP until May 1, 2028, or the return of the incumbent
REPORT TO: Manager, Human Resources Systems and Reporting	**SALARY:** $60,692 ($33.49/hr)
EXTERNAL POSTING DATE: posted until filled	

GENERAL DESCRIPTION: As part of the Human Resources Department, this position will provide functional support to the HR department through a broad range of administrative and operational activities, including recruitment and onboarding, offboarding, employee records, payroll and benefits administration, meeting support and employee recognition. The Human Resources Department is customer service driven within an environment that values equity, diversity, inclusion, belonging and decent work. As part of the HR team, the HR Administrator exemplifies why TNGCS is a great place to work. This position reports into the Manager, HR Systems and Reporting and may be required to work evenings and/or Saturdays.

MAJOR DUTIES:

HR Records, Employee Relations and Compliance

- Process legal requests for employee files.
- Maintain and update the Seniority List.
- Maintain the grievance tracker and grievance files.
- Monitor the HR inbox and the UHHS Peer inbox, sorting incoming emails and responding or following up as required.

Employee Recognition and Staff Support

- Prepare monthly employee birthday cards and the monthly birthday report.
- Arrange flower orders for staff as required.

Recruitment, Orientation and Onboarding

- Coordinate and facilitate orientation sessions for Personal Support Workers (PSWs).
- Complete reference checks for new hires.
- Prepare and process new hire paperwork and Payroll Action Forms (PAFs), including onboarding and change forms for PSWs, UHHS Peers, and other staff as required.
- Produce and issue employee ID badges.

Employee Changes and Offboarding

- Complete offboarding processes and related documentation for departing employees.
- Prepare and send resignation acknowledgement letters and emails.
- Prepare and issue end of contract and contract extension letters.
- Provide program support to designated department, including sick leave administration and performance management

Meetings and Administrative Support

- Prepare agendas and record minutes for meetings as requested.
- Manage incoming and outgoing mail, including daily sorting and arranging courier delivery to other TNGCS sites.
- Order office supplies as required.
- Provide administrative and HR support to the HR team, including follow-ups, documentation and other requests based on team needs and priorities.

Payroll, Benefits and Financial Support

- Process pay advance requests and discretionary benefit requests.
- Monitor the Financial Support inbox and respond to or follow up on requests.
- Process union leave requests, including notifying managers so timecards reflect approved leave dates, updating the Union Leave Tracker, and preparing invoices for Finance.
- Prepare invoices as requested and keep the related tracker up to date.

General

- **Act as back up to the Human Resources System Administrator as required.**
- Maintain confidentiality and adhere to Agency policies and procedures.
- Assist with filing and document management as required.

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

- Participate in team meetings and regular staff meetings as required.
- Perform other duties, appropriate to the position, as required.

REQUIREMENTS & QUALIFICATIONS

- Completion of post secondary degree or diploma in Human Resources or equivalent combination of relevant experience and education.
- Minimum 2 years of related professional HR experience.
- Experience with HRIS Databases (specifically ADP/WFN) is an asset.
- Experience in not for profit, healthcare, and/or union environments is an asset.
- Excellent organizational skills and the ability to handle multiple priorities and deadlines while maintaining meticulous attention to detail.
- Working knowledge of relevant employment legislation.
- Ability to travel between GTA locations as required.
- Strong computer skills. Proficient in MS Office Programs, MS Teams and Zoom.
- Excellent oral and written English language skills.
- Demonstrated communication, interpersonal and teamwork skills, and the ability to maintain confidentiality and privacy.
- Ability to work independently.
- The physical strength and ability to undertake frequent light to moderate lifting, and frequent walking, bending, stretching and pulling.
- Sensitivity and experience working with individuals from diverse, multi-cultural, economic backgrounds.
- The willingness and flexibility to alter work schedules and regular duties to accommodate the needs of the department and/or the Agency.
- Must be punctual and reliable (arriving at work on time consistently and prepared).

To apply, submit your resume with "TNG2026-196" in the subject line of your email to: careers@tngcs.org

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