

## **Human Resource Assistant Permanent – 25 hours/week (Part-time)**

Catholic Family Services of Peel-Dufferin (CFSPD) is a non-profit, charitable organization reflecting the values consistent with Catholic social teachings. CFSPD is a dynamic, growing family service agency with offices in Mississauga, Brampton, Orangeville and Bolton. CFSPD is committed to providing a positive work environment for its employees and excellent services to its clients.

### **Position Summary**

CFSPD is currently seeking an HR Assistant who will be responsible for a variety of personnel-related administrative duties. The incumbent will support all areas of human resources including full-cycle recruitment, employee relations, compensation, and administration. The HR Assistant will also act as a liaison between managers and employees to ensure smooth communication and prompt resolution of all queries. Additionally, the HR Assistant will be responsible for maintaining CFSPD's human resource information system.

This position reports to the Director of Finance and Operations, and will be based in Brampton, Ontario, however during COVID-19, remote working is available.

### **Responsibilities**

- Coordinate full cycle recruitments (distribute job postings, screen resumes, coordinate interviews, draft interview material, complete reference checks, update candidates as necessary, offer employment) and collaborate with hiring managers during the recruitment process.
- Prepare employment-related correspondence including but not limited to employment contracts, salary increase letters, leave of absence acknowledgements, resignation acknowledgements, etc.
- Onboard new employees including processing new-hire paperwork, coordinating with benefits providers, conducting background checks, establishing employee files, and ensure new employees are set up in payroll system.
- Maintain employee's personal and employment information by entering and updating changes in ADP WFN.
- Liaise with external consultants (e.g. legal and HR) on personnel issues.
- Recover agency property from departing employees.
- Follow up with managers regarding their employee annual performance appraisals.
- Ensure that HR files for all agency employees are updated and maintained as per legislative requirements.
- Prepare various reports including technical and status reports pertaining to anniversary date/group insurance enrollment dates, termination, hires, transfers, attendance, sick time, comp time, and vacation accruals.
- Participate as a member of the agency's Joint Health and Safety Committee.
- Monitor and update the HR policy manual, and provide support in adopting new policies.
- Perform other duties as assigned.

### Qualifications

- Post-secondary education in Human Resources Management or Business Administration.
- Minimum of two (2) years of proven experience in an HR support role.
- Working towards HRPA's CHRP designation preferred.
- Knowledge of various employment legislation including Employment Standards Act, 2000, Ontario Human Rights Code, and Occupational Health and Safety Act.
- Experience using ADP Workforce Now (HRIS) a strong asset.
- Proficient in the use of the Microsoft Office Suite (Outlook, Word, PowerPoint, Excel, Teams, SharePoint).
- Exceptional organizational skills with ability to meet deadlines and manage multiple priorities.
- Ability to exercise good judgment and use discretion.
- Ability to multi-task, excellent interpersonal skills, along with a high level of professionalism, energy, speed and accuracy.
- High standards of ethics and confidentiality to handle sensitive information.
- A satisfactory criminal records check.
- Willing to work within a Catholic values framework.

### Why Apply?

We offer a comprehensive benefits package (pension plan, extended health, dental & insurance benefits) and generous leave provisions. Our organization also provides flexibility with work hours, work life balance and free parking.

### How to Apply

**If you are interested in the above opportunity, please send your resume and cover letter to [humanresources@cfspd.com](mailto:humanresources@cfspd.com).**

CFSPD is an equal opportunity employer and is dedicated to hiring staff that reflect the diversity in our community. We will make reasonable accommodations to enable applicants with disabilities to participate in the recruitment process upon request to [humanresources@cfspd.com](mailto:humanresources@cfspd.com). We invite candidates from diverse communities to apply.

***We thank all applicants for their interest in Catholic Family Services of Peel-Dufferin but we will only contact those selected for consideration.***