



## Human Resources Generalist

Full-time · Permanent · Unionized

*Andrew Fleck Children's Services is looking to hire a Human Resources (HR) Generalist to join our HR team! Your role as an HR Generalist will be far from one-dimensional. You'll undertake a wide range of HR tasks, including researching and organizing learning and development, diversity and inclusion, recruitment and retention, partnering with employment centres, and assisting with the development of HR policies, procedures and systems. You will also use Human Resources Information Systems to develop reports and analyze various HR metrics. If you believe you are the perfect candidate for this role, apply now to join our growing team!*

**Available from:** June 3<sup>rd</sup>, 2019  
**Salary:** \$52,652.60 to \$59,186.40  
**Hours:** 35 hours per week  
**Location:** 700 Industrial  
**Closing date:** May 5<sup>th</sup>, 2019  
**Apply:** E-mail: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

### What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

### In this role you will...

- ✓ Assist in talent acquisition strategies
- ✓ Research and organize training and development initiatives
- ✓ Provided support to employees on various HR-related topics
- ✓ Participate in the development and implementation of compensation reviews
- ✓ Research and promote HR programs focused on an engaged and supportive workplace
- ✓ Gather and analyze data with useful HR metrics to assist with future planning
- ✓ Assist in development and implementation of HR policies
- ✓ Assist with HR functions related to the performance management program
- ✓ Take lead role with special projects
- ✓ Take active role in Agency Health & Safety
- ✓ Work closely with the Director of Human Resources to ensure compliance with Employment Legislation
- ✓ Prepare and monitor LTD claims

### To qualify for this role you have...

- ✓ 3 years of experience as an HR Generalist
- ✓ Bachelor's Degree or college diploma in Human Resources or equivalent
- ✓ Excellent verbal and written communication skills (English & French)
- ✓ Excellent customer service
- ✓ Understanding of general human resources policies and procedures
- ✓ General knowledge of the Ontario Employment Standards Act and other related legislation
- ✓ Excellent knowledge of MS Office and HRIS systems
- ✓ Excellent communication and people skills
- ✓ Desire to work as a team with a result driven approach
- ✓ Demonstrated ability to plan, organise and analyse
- ✓ Leadership and initiative

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

APPLY TODAY!