



JOIN THE ANDREW FLECK FAMILY!

Human Resources Generalist

Full-time · Temporary · Non-Unionized

Andrew Fleck Children's Services is looking to hire a Human Resources Generalist to join our HR team! In this role you will undertake a wide range of HR tasks, including diversity and inclusion programs, recruitment and retention, health and safety, job evaluation and job descriptions, and assisting with the development of HR policies, procedures and systems to support a unionized environment. You will have strong technical skills to manage and develop the current Information Systems (Ceridian - Dayforce) by developing reports, analyzing various HR metrics and managing daily HR records. If you believe you are the perfect candidate for this role, apply now to join our growing team!

Confirmation of full vaccination for COVID-19 is a requirement of employment with Andrew Fleck Children's Services

Available from: November 29th, 2021 to December 2nd, 2022
Salary: \$31.97- \$35.60 per hour (\$58180-\$64787 per annum)
Hours: 35 hours per week
Location: 700 Industrial (Due to the current COVID 19 Pandemic there is flexibility for partial remote work)
Closing date: November 12th, 2021
Apply: E-mail: hrrecruiting@afchildrensservices.ca

AFCS is following all COVID 19 processes to ensure a safe work environment for all

What Andrew Fleck Children's Services offers...

- ✓ Hybrid model of both remote and at office workplace
- ✓ Competitive salary and benefits
- ✓ Extended Health Benefits
- ✓ 3 weeks vacation per year / 10 days of sick leave/ Special Leave days/
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Provide 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
- ✓ Support Recruitment initiatives
- ✓ Manage WSIB claims process and analysis
- ✓ Manage maternity leave process to support employees
- ✓ Take lead role with special projects and amalgamations
- ✓ Take active role in Agency Health & Safety
- ✓ Work closely with the Director of Human Resources to ensure compliance with Employment Legislation
- ✓ Gather and analyze data from Ceridian Dayforce with useful HR metrics to assist with future planning
- ✓ Assist with HR functions related to the performance management program
- ✓ Take active role in Agency Health & Safety

To qualify for this role you have...

- ✓ 3 years of experience working in Human Resources
- ✓ Bachelor's Degree or college diploma in Human Resources or equivalent
- ✓ Working experience with Ceridian Dayforce or similar HRIS Software
- ✓ Strong technical skills; essential to working with Dayforce
- ✓ Excellent knowledge of MS Office
- ✓ Self starter and open to learning new software systems
- ✓ Excellent verbal and written communication skills
- ✓ Excellent customer service skills
- ✓ Understanding of general human resources policies and procedures
- ✓ General knowledge of the Ontario Employment Standards Act; OHSA, WSIA
- ✓ Desire to thrive in scenarios of team-based work or independent tasks; always looking to learn more and take initiative on a number of different projects and tasks
- ✓ Excellent attention to detail

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

APPLY TODAY!