

Job Posting

HR Administrative Assistant

Organization Profile

Community Living Hamilton (CLH) is a busy and vibrant organization that supports 1,600 adults and children with diverse abilities thrive in the community. We are the region's largest service provider for individuals with developmental disabilities such as Down Syndrome and Autism. We are dedicated to helping them achieve their full potential, be included in our community, and, ultimately, build great lives. We currently have an opening for an **HR Administrative Assistant** to work within our **Human Resources** team.

This is an exciting time to join Community Living Hamilton. We have redefined our Mission, Vision, and new Values and are in the process of establishing a new strategic plan for the next three to five years. We offer widely recognized expertise and serve people with special needs every year – from children to aging seniors. We offer community participation programs, residential services, respite services, employment supports, and services designed for children.

Position Summary

The role of the HR Administrative Assistant is to pursue Community Living Hamilton's goal: "Helping Build Great Lives" by supporting the administrative functions of Human Resources, providing a welcoming and helpful onboarding experience and general office administrative operations.

Responsibilities

- Act as the primary lead for student placements, post-secondary liaison, and CLH representative at employer marketing opportunities and job fairs.
- Track temporary contracts and coordinate contract extension letters as needed.
- Update and maintain the staff directory.
- Greet incoming staff and external stakeholders.
- Coordinate incoming and outgoing mail and courier packages.
- Organize and maintain personnel records to ensure accuracy and compliance.
- Submit referrals to third party disability service provider.
- Complete and track the submission of WSIB form 7s.
- Creation of new hire packages.
- Complete post-selection administration including referencing and collecting pre-hire documents.
- Track updated training in the HRIS.
- Generate letters of employment upon request for staff.
- Facilitate the Corporate Orientation session for all staff for in-person sessions and through the Learning Management System, in collaboration with the HR Generalist and union representatives (where applicable).
- Update internal HR databases, including tracking sick and maternity leave.
- Assist with the recruitment process by posting job openings, screening resumes, and scheduling interviews.
- Stay updated on HR best practices and changes in labour laws to ensure compliance.

- Participate in HR projects, such as organizing job fairs and community events.
- Manage all aspects of the CLH Volunteer program.
- Support all other general office administrative operation.
- Provide all administrative support to the Health and Safety program including:
 - Tabulating monthly health and safety statistics
 - Compiling monthly workplace inspection reports
 - Maintaining the approved vendor list and ensuring vendors have WSIB Clearance Certificates with the Property Manager
 - MSDS administration for all workplaces
- Other duties as required.

Qualifications

- 1+ years' experience in HR Administration and/or frontline recruitment and onboarding.
- A college diploma in Business Administration, Human Resources Management or equivalent is preferred.
- Experience recruiting and managing volunteers strongly preferred.
- CHRP in progress strongly preferred.
- Previous experience using an HRIS database system preferred.
- Highly proficient word processing skills.
- Highly proficient office administration application skills: Outlook, MS Office (Excel, Word, PowerPoint, etc.).
- Proven customer service skills.
- Advanced organizational skills and ability to effectively prioritize tasks.
- Able to attend and support the organization at occasional meetings outside regular office hours.
- Exceptional organizational, interpersonal and communication skills, both written and verbal.
- A valid driver's licence and access to a reliable vehicle to facilitate travel to various sites
- French language fluency, or other language fluency preferred.
- Experience working in the non-profit sector, particularly supporting clients with disabilities preferred.

To Apply:

If this describes you and you are interested in learning more about this role, we invite you to submit a resume and cover letter by **January 12, 2024**:

Human Resources Department
Community Living Hamilton
humanresources@clham.com

Community Living Hamilton welcomes applications from candidates with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.