



POSITION TITLE: Human Resources Assistant

LOCATION: 40 Orchard View Blvd, Suite 255, Toronto ON

POSITION TYPE: Part-time fixed term contract (30 hours/week)

9 weeks, between Jun 24 and Sep 1

POSTING CLOSING DATE: May 31, 2019

Skylark Children, Youth and Families is a leading Toronto-based charity dedicated to children, young people and their families struggling with complex mental health and developmental needs. Skylark is a community of services that builds the social, emotional and developmental capacity for children, youth and families to realize their full potential.

This position is funded through Canada Summer Jobs. Due to funding criteria, this position is open to individuals aged 15 to 30 at the start of employment.

The Human Resources Assistant will be responsible for providing transactional and administrative support for the HR team.

KEY RESPONSIBILITIES:

- Assist with recruitment, orientation, benefits, health and safety and other areas as directed
- Filing of documentation, correspondence and other records in alphabetical, numerical or any other required ordering system
- Maintaining accurate, up-to-date HR filing systems and employee files
- Data entry into HRIS as directed
- Assist with meeting scheduling, setup and minutes
- Adhere to the organizational health and safety policies and practices along with the Ontario Occupational Health and Safety Act. This includes but is not limited to: ensuring safe workplace practices, protecting the health and safety of themselves and others and maintaining cleanliness in the workplace
- Provide general administrative support for the agency e.g. filing, back-fill for reception.

QUALIFICATIONS/EXPERIENCE:

- Working toward a diploma or degree in Human Resources or equivalent combination of education and experience sufficient to perform the job duties
- Strong proficiency with Microsoft Office programs (Word, Outlook, Excel, PowerPoint)
- Experience working with ADP Workforce Now or similar an asset.

SKILLS/KNOWLEDGE:

- Knowledge of HR practices, policies and standards and general understanding of HR legislation
- Internal customer/client service skills and problem-solving skills
- Above-average verbal and written communication skills
- Ability to maintain confidentiality and handle highly confidential issues and documentation
- Excellent attention to detail and ability to produce accurate documentation on a timely basis
- Accuracy in spelling and grammar
- Time management skills and the ability to work well under pressure and prioritize competing demands
- Ability to recognize situations or judgement calls that should be brought to management for resolution and decision-making.

ADDITIONAL REQUIREMENTS:

- Satisfactory clearance under the Criminal Reference Check process.

TO APPLY:

Interested applicants are invited to submit both their cover letter and resume in only PDF or Microsoft word format to Deborah Hartley, at hring@skylarkyouth.org on or before May 31, 2019.

Please quote: HR Assistant in the subject line. Please refrain from pasting the cover letter to the body of the email.

Skylark is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas. We are committed to a selection process and work environment that is inclusive and barrier free.

We ask applicants to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at (416) 482-0081 ext.278. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.