

We're Recruiting For A...

Human Resources Administrator

Reporting to the Director of Human Resources, the Human Resources Administrator will assist in the development and implementation of human resources policies and programs by providing support and guidance to managers and employees in the areas of labour relations, employee relations, performance management, recruitment, training, compensation, payroll, benefits administration and total rewards.

Responsibilities include:

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings
- Coordinates temporary foreign worker recruitment efforts
- Oversees and implements the new hire onboarding/orientation program including related documentation and presentations
- Assist with the administration of employee recognition and health and wellness programs
- Assists with the implementation and oversight of employee training & development initiatives
- Assists in development and implementation of human resource policies
- Gathers and analyzes data with useful HR metrics, like cost per hire and employee turnover rates
- Organizes and coordinates annual employee performance reviews
- Maintains employee files and records in electronic and paper form
- Maintains up-to-date knowledge of provincial employment law and compliance requirements.
- Expands and enhances organization's equity, diversity and inclusion plan including partnering with community resources and creating and launching internal programs and initiatives
- Attends job fairs, open house events and public relations-related affairs related to the human resources department.
- Assists with Occupational Health and Safety program, including WCB remittances
- Monitors employee morale and company culture through annual employee satisfaction surveys.
- Provides human resources policy information and interpretations to collective agreements
- Supports and assists the Payroll Officer in payroll weekly/bi-weekly processing
- Works with the Finance Department relating to system interaction with the General Ledger (GL) for reporting purposes.
- Assists with the coordination of payroll materials, ensuring appropriate handling of highly sensitive and confidential information/documents.
- Assists with calculations of amounts and prepares cheque requisitions for month-end remittances related to payment of pensions, group benefits, union dues, and garnishments, forwarding to appropriate providers.
- Assist in the administration of the organization's group benefits and pension plans, including enrollment, coordination and updating of rates/wages
- Provide maintenance of human resources information system (HRIS), including vacation, sick and float accruals and holiday pay
- Performs other related duties, responsibilities and functions as assigned.

Requirements:

- 3+ years experience in an HR Generalist / Administrative role
- Experience with payroll processing is an asset
- Benefits and pension plan experience is an asset
- Understanding of general human resources policies and procedures
- Good knowledge of employment/labor laws
- Outstanding knowledge of MS Office; HRIS systems experience would be an asset
- Excellent communication and people skills
- Intermediate to advanced skills in MS Office suite
- Desire to work as a team with a results driven approach
- Post-secondary degree or diploma in business/HR related field is preferred

How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of John Mooy, Director of Human Resources, by email at careers@confederationcentre.com or hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

Confederation Centre of the Arts is committed to promoting an inclusive workplace. We encourage applications from under-represented communities including racialized persons, new Canadians, or persons with a disability. When requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

Closing Date: June 5, 2023
