

## HR Administrator/Specialist

We are looking for an HR Administrator/Specialist with superb communication and administration skills. You will handle all written and verbal employee queries with the utmost confidentiality. You must be able to deal with a variety of personalities and keep calm in tense situations. You should be approachable, fair, and have good multitasking abilities.

### Job Responsibilities:

- Supports human resources activities by screening applicants
- Sets up and schedules meetings for interviewees, hiring managers, employees, and department heads
- Responsible for passive searches to build our candidate pool
- Prepares payroll by calculating pay, distributing paystubs, and maintaining payroll records
- Responsible for employee benefits administration, policy management, employee relations
- Perform employee orientations and update records of new staff
- Assist with performance management procedures
- Coordinate training sessions and seminars
- Manage the repository of policies and ensure all are kept up to date
- Maintain information in our databases to ensure the consistency and integrity of HR data
- Working with management to support and advise on current human resources best practices

### Qualifications/Skills:

- Written and verbal communication skills, keyboarding minimum 40wpm
- Positive attitude
- Strong multi-tasking and personal organization skills
- Interpersonal and presentation skills
- Administrative writing, reporting and analytical skills

### Education and Experience Requirements:

- Completion of a post secondary diploma program or greater
- 1 - 5 years experience in a business or industry related role
- Interest in Human Resources and Employment fields preferred
- Highly proficient in Microsoft 365 products

### Salary Range:

\$43,680 – \$66,560 depending on experience