

Human Resources Generalist

Agency: New Visions Toronto

Position: Human Resources Generalist

Salary: \$43,200 - \$51,300

Hours of work: Primarily Monday - Friday days. May require some evening work.

Description

OVERVIEW:

Founded in 1980, New Visions Toronto is a not for profit, charitable organization which provides support to people who have a developmental disability. The organization is under the direction of a volunteer Board of Directors.

SUMMARY:

The Human Resources Generalist is responsible for the day to day operations of Human Resources. This incumbent will provide a wide range of Human Resources related services in a number of functional areas. The focus will be on Full Cycle Recruitment, Employee Retention, Administration, and Payroll Support.

Qualifications

QUALIFICATIONS: • Post-Secondary degree/diploma in Human Resources and have a CHRP/CHRL designation • 3-5 years related work experience • Experience in a unionized environment with exposure to the administration and interpretation of Collective Agreements would be an asset • Experience in the non-profit/charitable sector would be an asset • Ensures compliance with employment legislation • Ability to take initiative, work independently and multi task in a fast paced environment • High degree of discretion, integrity and confidentiality • Ability to remain calm and objective in difficult situations • Demonstrated ability to be sound, reasonable and fair, and deliver what is in the organizations best interests • Above average communication skills, strong organizational and interpersonal skills • Proficient with Microsoft Office, HR Systems, Quadrant an asset • Criminal Reference Check, Vulnerable Sector

Screening required

Employers Contact Information

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Closing Date October 31st, 2018