

Employment Opportunity

Human Resources -Generalist

Administration

Full Time, Permanent, 40 hours per week

Flexible work hours may include some evenings and weekends

North York Seniors Centre promotes healthy aging
by providing programs and services within our diverse community.

This position reports to Director, Organizational Development

Responsibilities:

- Develop and maintain a positive and collaborative working environment with employees
- Manage full cycle of recruitment and retention process in coordination with hiring supervisors
- Maintain information on relevant HR portals: Q-HR, Q-HRnet, Suti, Surge, OASSIS
- Provide assistance and back up for payroll processing
- Manage organization's disability claims, return to work, and health and safety training
- Identify and implement training and professional development opportunities
- Participate in proactive planning for workforce needs. Identify trends, research needs and set strategy for organization
- Ensure compliance with employment related legislation and practices
- Oversight of organization benefits: Health and Wellness; RSP
- Participate in continuous quality improvement processes and assist the Human Resource department with research and development of best practices

Qualifications/ Skills:

- Education:** Degree or diploma in Human Resource Management or equivalent
CHRP designation, an asset
- Experience:** Minimum 3-5 years as a Human Resources Generalist
- Other:** Ability to work autonomously but leveraging the value of a Team environment
Easily builds trust and confidence with people in a genuine and authentic fashion
Excellent communication skills (written and verbal) in English, other languages, an asset
Managing multiple projects and deadlines while being flexible enough to manage unexpected changes in priorities
Strong critical thinking skills and ability to use good judgement with the ability to find solutions to unique issues
In depth understanding of relevant legislation including ESA, AODA, etc.
Solid knowledge of WSIB and disability claims management
Current First Aid and CPR certification

Posted until: January 17, 2024. Please submit resume to:

Mail **North York Seniors Centre**
Attn: Human Resources Department
21 Hendon Avenue, Toronto, ON M2M 4G8

Fax: 416 733.1858

E Mail: hiring@nyseniors.org

North York Seniors Centre is an equal opportunity employer who strives to develop an inclusive workforce that reflects our community. We encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities, aboriginal persons and people who identify themselves as LGBTQ2S+.

North York Seniors Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted.

Thank you to all who express interest in this position. Only those candidates selected for an interview will be contacted.

Posting Date: January 3, 2024