



Has an exciting opportunity for a
Human Resources Assistant (Permanent Full-Time)

Nucleus Independent Living is a non-profit agency that provides person-centered services to support frail seniors and adults with physical disabilities living at home in the community. Known for our innovation and service philosophy, our employees bring our values to life through a passion for quality service delivery. We are committed to creating an environment where employees feel valued and are able to utilize their skills and expertise to make a positive difference.

Reporting to the Manager, Human Resources, the Human Resources Assistant's main responsibilities include but are not limited to:

- Providing full scale recruitment (pre-screening, interview coordination, reference checks, offer letters, background checks, credentials, etc.)
- Coordinating orientation and on-boarding activities as well as special events; etc.
- Supporting the Human Resources function with day to day administration, including: employee inquiries, drafting and/or preparing letters, memos, presentations and other documentation as directed
- The Set-up and maintenance of accurate documentation and filing systems as required, electronic and hard copy, and ensuring filing is up to date
- Scheduling meetings; taking and preparing minutes
- Tracking and maintenance of departmental and organizational metrics on an on-going basis;
- Preparing monthly, annual, and ad hoc metrics and reports as required offering suggestions for improved services and use of resources;
- Assisting with the maintenance and/or implementation of accreditation standards related to Human Resources and Health and Safety including conducting research, updating policies and determining best practices;
- Other duties as assigned, including support of employee training, Health & Safety and WSIB programs as required.

In addition to your excellent communication skills and flexibility to work within a fast paced work environment you are highly organized, possess a solid ability to plan and effectively manage large volumes of work with a high degree of accuracy and extreme attention to detail. You are resourceful, a self-starter, able to work under pressure with minimal direction, and able to manage your own time and projects. You bring a passion and energy for people and delivering excellent customer service while presenting a professional image. In addition, your education and experience includes:

- Post-secondary education in Human Resources Management and CHRP (or working toward)
- Minimum two (2) years direct experience in a Human Resources capacity (in a unionized and, community care or healthcare sector preferred)
- Demonstrated knowledge of relevant employment legislation
- Ability to interact with all levels of the organization in a professional manner, including demonstrated tact, diplomacy and discretion
- Solid understanding of, and commitment to, requirements for privacy and confidentiality with regard to personal information and personal health information
- Advanced computer skills with Microsoft Office products *absolutely* required; Word, Excel and Power Point
- Experience with HR and Payroll databases
- Timely and accurate maintenance of employee records and filing systems
- Sound judgment and the ability to effectively problem solve or assess the situation to determine the urgency and risk, and escalate accordingly
- Ability and willingness to travel to other locations within the GTA as required.

Don't miss this exciting opportunity to join our leading organization! Please send your **cover letter, resume and salary expectations**, quoting Job Posting # 065 to careers@nucleusonline.ca by November 30, 2018.

Nucleus Independent Living welcomes and encourages applications from those with disabilities. Accommodations are available upon request. We are an equal opportunity employer.