

May 18, 2023

Job Posting
(Internal & External)
HR Coordinator (Part-time)

The Cross-Cultural Community Services Association (TCCSA) is a not-for-profit organization that aims to facilitate the well-being of diversified communities through social services. The mission of TCCSA is to enhance the well-being and resilience of diverse communities by strengthening competencies and fostering participation through effective and professional human services.

TCCSA is seeking for one part-time HR Coordinator to play a crucial role in supporting the agency's human resources and ensuring the smooth of HR functions. The HR Specialist will be responsible for various administrative tasks, maintaining employee records, coordinating employee onboarding and offboarding, assisting with the recruitment process, and providing general HR support.

The details of this job posting are listed as follows:

Job Title:	HR Coordinator	Unit:	Admin
Hours of Work:	30 hours/week (required to work irregular hours including some evenings, weekends and holidays)	Application Deadline	June 7, 2023
Location:	In-person, TCCSA York Centre		
Salary Range:	\$46,285 to \$48,594 per annum (based on experience)		
File #:	#11-23		

Essential Duties and Responsibilities:

- To maintain accurate, up-to-date and confidential employee records and filing system, including preparing paperwork for new hires, internal staff changes, terminations, personal information, training records;
- To develop and review of HR documents, policies, processes, and procedures;
- To support the recruitment/hiring process by preparing job postings, pre-screening candidates, scheduling interviews, performing background checks, issuing employment contracts and related documents;
- To coordinate new employee onboarding, including preparing necessary paperwork and conducting orientation;
- To work cross-functionally with the Accounting Team on HR matters that affect payroll (e.g. new employment documentation, benefits, ROEs, etc.);

- To assist with the administration of benefits programs, including enrollment, changes, and terminations.
- To assist with leading the Joint Health and Safety Committee and ensure proper documentation and record-keeping of all related reports;
- To respond to employee inquiries regarding HR policies, procedures, and programs;
- To prepare HR-related reports and maintain HR metrics;
- To support agency's HR operation including HR-related research, data collection, and statistical record keeping;
- To ensure compliance with all government legislations (e.g. ESA, OHSA), and agency policy;
- To keep up with current issues and matters in TCCSA that are related to HR functions;
- To exercise good judgment while dealing with human resources-related matters in accordance with applicable legislation as well as internal policies, processes and procedure;
- To promote positive employee relations and a professional workplace environment;
- To manage sensitive, confidential information with discretion;
- To attend internal/external meetings as required;
- To work in all TCCSA service locations as assigned;
- To perform other duties as assigned by supervisor.

Qualifications

- Post-secondary degree in Human Resources or a combination of equivalent education and/or experience;
- Minimum of 3 years' HR experience in non-profit setting providing various HR functions is required;
- CHRP/CHRL designation or actively towards the designation is desirable;
- Knowledge of Ontario's Employment Standards Act and Occupational Health and Safety Act is required;
- Knowledge of HRIS technologies is required;
- High standards of ethnics and confidentiality with proven experience to maintain sensitive information and exhibit tact, diplomacy, and good judgment;
- Functional knowledge in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook), Google Services, other videoconferences and social media that facilitate work and communication;
- Meticulous attention to detail and accuracy, particularly in issuing employment contracts, maintaining files/records;
- Distinctly self-motivated and cable of handling multiple tasks in a high-pressure environment;
- Ability to meet deadlines;
- Excellent problem solving, inter-personal, verbal, and written communication skills;
- Effective organization and time management skills;
- Proficiency in written and spoken English, as well as a second language commonly used by clientele, is an asset;
- Ability to work effectively both independently and as part of a team;
- Proof of a clear "Vulnerable Sector Screening" with a local police service is mandatory;

- Must be legally entitled to work in Canada;
- Able to travel in the GTA, has a valid Ontario Driver's license and access to a car is an asset.

How to Apply:

Please send resume and cover letter to TCCSA through email: hr@tccsa.org by **5:00 pm on June 7, 2023.**

Applicants should quote **File #11-23 HR Coordinator** on the application.

We thank you to all those who are interested in this position. Only selected candidates will be contacted for an interview. No telephone call inquiries.

TCCSA is an equal opportunity employer. TCCSA welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.