

Job Posting - HR Assistant

At Human Concern International, we are more than a great and open place to work in — our work is life-changing. Together, we try to move families from crisis to sustainability. More than 40 years ago the inspiration for HCI began with three volunteers' wish to change the lives of thousands of afghan refugees in Pakistan. Today, together with our volunteers, donors and staff, HCI has delivered more than \$250 millions in aid and transformed countless lives in more than 40 countries.

We are searching for a professional Human Resources Assistant to maintain our HR related activities. You will represent Human Concern International (HCI) and work with the management team to develop and implement initiatives that administer and strategize HR policies, programs and practices. You need to be self-motivated, enthusiastic and people-driven to take on this role. This position requires someone equipped with a positive attitude, people oriented and readiness to be a team player.

Position Title: HR Assistant

Reporting To: HR Coordinator

Location: GTA

Terms: 1 year Contract - Full-time

Deadline to Apply: On going until we find a suitable candidate

Key Duties and Responsibilities

- Update and maintain job descriptions;
- Ensure Job Posting on Website, Social Media and other platforms;
- Assist in preparing employment agreements;
- Coordinates the onboarding and offboarding of staff;
- Assist in managing the timesheets of employees to ensure everything is in order for the pay period;
- Keeps HR files of employees up to date with relevant information;
- Monitor employee usage of vacation and time off;
- Supports organization staff by establishing a recruiting, and interviewing program; counseling employees; conducting and analyzing exit interviews; and recommending changes
- Addressing employee queries and concerns with the company; including employee safety, welfare, wellness, and health;
- Prepares various employee letters and memos;
- Assisting in Payroll Processing;
- Providing assistance in organizing programs for team activities, retreats, team building programs, and wellness workshops to promote a positive employee experience;

- Other tasks as assigned.

Qualifications, Skills and Experience

- Bachelor's degree in Human Resources or a related field;
- Experience in HR and Admin field;
- Possesses superb written and spoken communication skills;
- Excellent interpersonal relationship building and employee coaching or counseling skills;
- Excellent computer skills, high level competency in Microsoft Excel;
- Organized and efficient in daily tasks;
- General knowledge of employment laws and best practices;
- Understanding of cultural norms, traditions, and working with diverse teams;
- Competence to build and effectively manage interpersonal relationships at all levels of the organization;
- Methodical, organised and able to work with good attention to detail;
- Team player with the ability to work independently with little direction or supervision;
- Strong and clear commitment to HCI's values.

Our Offer

- Salary is competitive/commensurate with experience and other qualifications, with annual incentive potential
- Comprehensive benefits package that covers medical, vision, dental and wellness
- Company investment in Registered Retirement Savings Plan
- Sick Days, Paid Holidays, Family Days accrued annually
- Employee awards and recognition opportunities
- Company investment in your career growth and leadership development

Travel, evening and weekend work will be expected.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading "HR Assistant"

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.