



Employment Opportunity - Ontario Division

Job Title:	HR Administrative Assistant	Competition #:	
Department:	Human Relations	Status/Position Type:	Temp Part-time, 6-month contract
Compensation:	\$19.04 - \$28.56 an hour	Unionized:	No
Ministry Unit:	The Salvation Army Journey to Life Centre	Date posted:	
Address:	545 N. Cumberland Street, Thunder Bay, ON P7A 4S2	Posting Expires:	February 27, 2023

APPLICATIONS ACCEPTED BY:

Email: ong.tbayadmin@salvationarmy.ca

Attention: Human Relations

Mailing Address: Human Relations, The Salvation Army Journey to Life Centre
545 Cumberland St N. Thunder Bay ON P7A 4S2

Please, no phone calls.

MISSION, VISION AND VALUES:

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

Core Values:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone's worth.

Stewardship: We responsibly manage the resources entrusted to us.

TERMS AND CONDITIONS:

POSITION PURPOSE SUMMARY:

The Human Relations Administrative Assistant provides support to the Senior Human Relations Advisor in the day-to-day operation of the Human Relations Department. The objective is to establish The Salvation Army Journey to Life Centre as an employer of choice through its employee experience and initiatives developed by the Human Relations department.

ACCOUNTABILITIES:

Human Relations:

- Assists with the hiring process of employees by conducting interviews, performing reference checks, preparing offer letters and developing new hire packages and personnel records.
- Maintains all mandatory training and employee requirement records and ensures timely follow up correspondence occurs with employees.
- Maintains employee information in HRIS, Ultipro, and ensures all employment information is entered and up to date.
- Assists the Senior HR Advisor in establishing, monitoring and tracking timeframes for employee eligibility for Employee Group Benefits Plan and/or Registered Retirement Savings Plan.
- Prepares documentation to confirm employment information such as changes to employee working hours, leaves of absences, position changes, offer letters and confirmation of employment letters.
- Utilizes information from employee timesheets to collect and track usage of sick time, vacation and other paid time off requests.
- Maintains an applicant database/filing system for qualified applicant resumes for a period of six months.
- Ensures that an adequate supply of new hire employee packages is available, current, up-to-date and relevant.
- Maintains Employee Handbook for The Salvation Army Thunder Bay Journey to Life Centre and distributes to new hires during the onboarding process.
- Assists with staff meetings and takes minutes as required; supports the successful delivery of such meetings by ordering refreshments, setting up technical equipment for presentations, managing facility bookings for meetings on and off site.
- Assist with the preparation and attendance of community recruitment fairs.





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- Schedules and keeps track of Senior HR Advisor's calendar; schedules employee appointments, changes arrangements and provides reminders including support documentation.
- Assists in the maintenance of confidential employee records.

Administration:

- Assist with the completion of all administrative responsibilities associated with employees including preparation of full cycle recruitment documentation, RRSP and Benefits administration, paid time off entitlements and employee payroll details.
- Researches and responds to routine enquiries on behalf of the supervisor.
- Performs general office duties such as answering and screening telephone calls; greeting and escorting visitors, filing documents electronically, manually and distributes materials as requested.
- Handles and ensures the protection of confidential and sensitive employee files.
- Prepare and maintain reports, correspondence, and other documentation as necessary.
- Communicate regularly providing updates related to the department goals and make suggestions to improve efficiency and outcomes.
- Ensure that all aspects of work are completed in accordance with the principles, standards, and policies and procedures of The Salvation Army Journey to Life Centre.
- Processes out-going mail including materials of a confidential nature.
- Orders stationary supplies and maintains adequate office supplies and other supplies as needed.
- Perform other position related duties as required.

EDUCATION, QUALIFICATIONS AND CERTIFICATIONS:

- Completed a minimum of two years of Community College with specialized courses in the area of Business Administration
- Minimum of 1 year of prior related experience in the area of administrative duties such as but not limited to: human resources
- First Aid/CPR and Non-Violent Crisis Intervention training or willingness to obtain
- Valid Ontario Class "G" Driver's license and a copy of a driver's abstract that is satisfactory to The Salvation Army, in its sole discretion, is required
- Provide an original copy of a Background Check screening that is satisfactory to The Salvation Army, in its sole discretion, is required. The screening is secured either through the national Canadian Police Information Centre (CPIC) or through a local police detachment
- Screening through The Salvation Army Abuse Registry
- Willing to be immunized for Hepatitis B and Tuberculosis screening
- Support for and an understanding of the mission and purpose of The Salvation Army in Canada
- Alternative combinations of education and experience may be considered

SKILLS AND CAPABILITIES:

- Effective organizational skills and the ability to complete assignments and meet deadlines
- Strong computer proficiency and database skills (Microsoft Office, Outlook, HRIS) ensuring accuracy and attention to detail
- Pleasant and courteous disposition with the ability to remain composed in a fast-paced working environment
- Strong oral and written communication skills
- Self-motivated and disciplined
- Demonstrates professionalism and tact
- Ability to lift and move up to 20 pounds as required

CONDITIONS OF EMPLOYMENT:

- This is a temporary part-time 6-month contract position based on 24 hours per week.
- Schedule may vary due to the requirements of position responsibilities which may include some work outside of regular schedule, particularly on some weekday evenings and weekends.
- Normal hours of work: 9:00 a.m. to 3:30 p.m. Monday to Thursday, that includes a ½ hr. unpaid meal break. Flexibility in scheduling is available.

In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for all employees in Canada. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial/territorial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.





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The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.

We thank all applicants, however, only those candidates to be interviewed will be contacted.
You must advise your managing supervisor of your intentions prior to submitting your application.

