



Giving Hope Today

EMPLOYMENT OPPORTUNITY

The Salvation Army Ontario Great Lakes Division

Job Title:	Employee Relations Administrative Assistant	Competition #:	504-2017
Department:	Administration	Position Type:	Permanent, full time
Salary Range:	Up to \$16.75 / hour	Date posted:	July 19, 2017
Location:	The Centre of Hope	Posting Expires:	August 15, 2017
Applications Accepted By			
E-mail: hr@centrefofhope.ca Attention: Employee Relations Department Please no phone calls.		Mail: The Salvation Army Centre Of Hope Attention Employee Relations Department 281 Wellington Street London, Ontario N6B 2L4	
Job Description			
<p>RESPONSIBILITIES: The incumbent in this position performs a variety of administrative functions associated with the day-to-day operations of the Employee Relations Department. While this position will be responsible for recruitment support, file management and a wide variety of other human resources functions, the emphasis will be on payroll and benefit administration, including the Human Resource Information System.</p>			
<u>General</u>			
<ul style="list-style-type: none"> • Ensure that all aspects of work is completed in accordance with the principles, standards and policies & procedures of The Salvation Army London Centre of Hope • Prepare and maintain reports, correspondence and other documentation that is necessary to carry out the functions of the Human Resources department • Responsible to record and type minutes of assigned meetings and, once approved by the Senior Employee Relations Advisor or designate, circulate and/or post • Assist the Senior Employee Relations Advisor with projects, reports and special events (including staff training and wellness opportunities) • Assist with the maintenance and distribution of the employee handbook and Human Resources Policies and Procedures • Ensure that cards, flowers or other appropriate acknowledgement is sent to employees for events such as birthdays, illness, death in family, birth, graduation, etc. 			
<u>Payroll</u>			
<ul style="list-style-type: none"> • In conjunction with the Senior Employee Relations Advisor, ensure that any employee status changes for payroll have been processed through Divisional Headquarters • Input payroll hours using the "Payroll Summary Sheets" submitted by Managers/Directors and submit to the Territorial Headquarters Payroll Department as per bi-weekly payroll schedule • Maintain and file all associated payroll documentation • Review payroll register upon receipt and notify Territorial Headquarters Payroll immediately of any errors • Distribute pay stubs and other relevant payroll material to employees • As requested, prepare and process Employee Transaction Forms for Divisional Headquarters approval • Respond to inquiries from staff regarding payroll matters • Utilizing information from employee timesheets, inputs all time taken off by an employee into the HRIS database 			
<u>Benefit Administration</u>			
<ul style="list-style-type: none"> • Establish and monitor timeframes for employees to enter into the Group Benefits and/or Retirement Savings Plan • Process enrollments, changes, and terminations of participants in all benefit plans and programs, including notification to Divisional Headquarters of such change for payroll purposes • Answer employees routine enquiries regarding group benefits and RSP • Assist the Senior Employee Relations Advisor with paperwork for Early Intervention/LTD • Communicate with employees going off on leave regarding their responsibility to pay their portion of benefit premiums while on leave • Reconcile monthly billing statements against payroll deductions 			
<u>Human Resources Information Systems (HRIS)</u>			
<ul style="list-style-type: none"> • Maintain the HRIS database, ensuring that any concerns with employee information are brought to the attention of the Senior Employee Relations Advisor and applicable manager • Generate scheduled or requested HRIS reports • Assist in the development and updating of the Human Resources section of the Web site • Keep employee records up-to-date by processing employee information changes in a timely manner • Maintain personnel files in compliance with applicable Salvation Army and legal requirements 			

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. Each position contributes to the mission of The Salvation Army.



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Recruitment/Selection/Orientation

- As requested, assist the Senior Employee Relations Advisor with advertisement of job vacancies
- Sort resumes as they arrive, providing a first review of resumes to determine suitability for position applying for
- Maintain a filing system that retains resumes from qualified applications for six months
- Schedule interviews for the hiring manager and Employee Relations
- Ensure that a supply of new employee packages is on hand, and that material contained within is up-to-date and relevant
- Ensure that all new employees are provided with their access card, ID badge, etc.,
- In conjunction with the Senior Employee Relations Advisor and managers, ensures that materials in the Orientation Binders are kept up-to-date

Training and Development

- Develop and publish Annual Training Calendar, ensuring appropriate rooms/refreshments are booked
- In conjunction with Managers, schedules participants into training sessions
- Ensure all materials required for in-house training is prepared in advance (this includes attendance sheets, feedback surveys, and any required training material)
- Track participants and training records, ensuring information is entered into database

Perform other position related duties as required.

QUALIFICATIONS:

Post-Secondary Education in Payroll Certification is preferred; an alternative level of education and experience may be acceptable

Minimum one year of related office experience

Excellent computer and database skills (particularly Excel and Access)

Advanced level Excel

Self-directed with superior organizational skills, attention to detail; and ability to prioritize and manage multiple tasks

Must have strong interpersonal and communication skills and an ability to work cooperatively with other managers and community partners, to create a working climate within their team that is positive and mutually supportive

Demonstrated understanding and working knowledge of HR policies and procedures, and ESA

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.

May require screening through The Salvation Army Abuse Registry.

Support for and an understanding of the mission and purpose of The Salvation Army in Canada.

NOTE: Alternative combinations of education and experience may be considered

This is a permanent full time position based on 30 hours per week. The normal work schedule is Monday 7:30 a.m. to 1:30 p.m.; Tuesday to Thursday 9:00 a.m. to 3:00 p.m.; Friday 11:00 a.m. to 5:00 p.m. Note: The supervisor will set the hours of work and work schedule as per operational requirements. Flexibility in scheduling is required.

Interested applicants must respond in writing with a cover letter and resume

We thank all applicants, however, only those candidates to be interviewed will be contacted.

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements. This is a unionized work environment. This is a nonunionized position.

Internal Applicants, please advise Department Heads of your intentions prior to submitting your application.