

HR Generalist - North York

Part Time Position (Maternity Leave)

'Working with you to create a great place to call home!'



Working for Community First Developments Inc. is more than just a job. We provide a supportive and attractive environment putting the needs of people first. Would you like to work for an organisation, which focuses on building healthy and supportive communities that reflect the diversity and unique character of each site? A career with Community First Developments includes:

- A rewarding career with a leading organisation that is growing!
- The chance to make a difference in people's lives every day
- Long-term career growth
- Competitive pay and benefits

We are looking for an HR Generalist who will be responsible for the coordination and implementation of all functions of human resources. The individual must have strong organizational skills and initiative, and must be able to function independently and as part of a team. This is a maternity leave, contract part time position but may lead to a full time, maternity leave contract position.

Responsibilities:

- Provide support to managers and supervisors regarding company policies, procedures and employments legislation
- Assist in the development and implementation of HR policies and procedures
- Process bi-weekly payroll
- Monitor attendance programs on a regular basis
- Data management via HR systems including data entry and reporting
- Performing recruitment, selection, testing, new employee orientations and exit interviews.
- Administration of Group Benefit Plans
- Helps to plan and organize company events
- Supports HR projects and key HR initiatives
- Lead by example in all areas
- Co-ordinate and organize monthly meetings for various groups of employees.
- Draft employment offers, confirmation and termination letters.
- Maintain and assist with the update of the employee manual, position descriptions, and other documents

Essential Requirements:

- Must have post-secondary education in Human Resources, or equivalent experience, and a minimum of 3-5 years of generalist experience.
- Solid employment legislation knowledge and experience with interpretation.

- Superior interpersonal, oral and written communication skills.
- Ability to set priorities and meet deadlines.
- Superior analytical and organizational skills.
- Ability to work with a high degree of accuracy and confidentiality.
- Ability to work independently, self motivated and can also as be part of a team.
- Superior computer skills in MS XP- Word, Outlook and Excel.
- Minimal travel around the GTA will be required; reliable vehicle preferred.

Excellent written and spoken English mandatory for the position.

Application: If you'd like to be a member of our growing team please send your resume to hr@cfdi.ca or fax to 416-932-9435.

We thank all interested candidates. However, only applicants selected for an interview will be contacted.

Please no calls from Recruitment Agencies