

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2025-152**

<b>POSITION TITLE:</b> Human Resources Administrator	
<b>DEPARTMENT:</b> Human Resources	<b>STATUS:</b> Regular Full-time, Non-Bargaining Unit
<b># HRS / WEEK:</b> 35	<b>CONTRACT DATES:</b> N/A
<b>REPORT TO:</b> Senior Manager, Human Resources	<b>SALARY RANGE:</b> \$51,600- \$60,960
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** As part of the Human Resources Department, this position will provide support to the HR department in administrative, functional and special projects activities. The Human Resources Department is customer service driven within an environment that values equity, diversity, inclusion, belonging and decent work. As part of the HR team, the HR Administrator exemplifies why TNGCS is a great place to work. This position reports into the Senior Manager, Human Resources and will be expected to work Mondays to Fridays from 10:30 am to 6:30 pm.

### MAJOR DUTIES:

- Assist with HR projects and functions as needed, including employee engagement, support of EDI activities, volunteer events, offboarding, labour relations, Canada Summer Jobs, recruitment, onboarding, orientation, etc.
  - Provide administrative support to the HR department, including monitoring HR email inboxes and Minute taking.
  - **Act as back up to the Human Resources System Administrator as required.**
  - Maintain confidentiality and adhere to Agency policies and procedures.
  - Assist with filing and document management as required.
  - Participate in team meetings and regular staff meetings as required.
  - Perform other duties, appropriate to the position, as required.
- May be assigned to a Departmental Team as the HR first point of contact

### REQUIREMENTS & QUALIFICATIONS

- Completion of post secondary degree or diploma in Human Resources or equivalent combination of relevant experience and education.
- Minimum 2 years of related professional HR experience.
- Experience with HRIS Databases (specifically ADP/WFN) is an asset.
- Experience in not for profit, healthcare, and/or union environments is an asset.
- Excellent organizational skills and the ability to handle multiple priorities and deadlines while maintaining meticulous attention to detail.
- Working knowledge of relevant employment legislation.
- Ability to travel between GTA locations as required.
- Strong computer skills. Proficient in MS Office Programs, MS Teams and Zoom.
- Excellent oral and written English language skills.
- Demonstrated communication, interpersonal and teamwork skills, and the ability to maintain confidentiality and privacy.
- Ability to work independently.
- The physical strength and ability to undertake frequent light to moderate lifting, and frequent walking, bending, stretching and pulling.
- Sensitivity and experience working with individuals from diverse, multi-cultural, economic backgrounds.
- The willingness and flexibility to alter work schedules and regular duties to accommodate the needs of the department and/or the Agency.
- Must be punctual and reliable (arriving at work on time consistently and prepared).

**To apply, submit your resume with "TNG2025-152" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement