

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting Regular Full-Time opportunity as a **Human Resources Assistant (Competition #3.19)** exists in the Human Resources Department reporting to the Director, Human Resources and Labour Relations.

Summary of Duties, but not limited to:

- Provides front line HR support for general walk in, telephone and email enquiries.
- Collects and sorts external job applications.
- Provides Pay and Benefits Administration and data entry on respective computer systems (Ceridian, Manulife, E-Learning etc.)
- Participates in recruitment activities, including creating job postings, seniority lists, and completing telephone screens and reference checks.
- Prepares offer, transfer and contract extension letters, and facilitates new employee payroll documentation appointments.
- Coordinates Criminal Records Checks through provider and facilitates credentialing process with relevant governing bodies.
- Responsible for the preparation of Employment Verification Letters.
- Administrative duties such as payment and coordination of HR programs and services (booking meeting rooms, catering requests, coordinating training activities, ordering office supplies, accounts payable, etc.).
- Provides support to the HR department including routine decision-making related to escalation, delegation and access based on priorities.
- Provides administrative support to the Director, Human Resources and Labour Relations and manages electronic calendar accordingly.
- Performs Special Projects as assigned.
- Maintains up to date knowledge of Hospital policies, collective agreements, and employment legislation.

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Minimum of an undergraduate Degree/Diploma in a recognized Human Resources program.
- Minimum 2-3 years of experience providing administrative support in a Human Resources department.
- Certified Human Resources Professional designation (CHRP) an asset.
- Previous experience providing administrative support in a collective bargaining process preferred.
- Previous health care or broader public sector experience in HR preferred.
- Knowledge of payroll concepts and processes, and experience completing payroll data entry preferred.

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- Demonstrated customer service skills and ability to work effectively with internal and external customers and deal with constant interruptions.
- An understanding of collective agreements and relevant legislation (ESA, Human Rights Code, Ontario Labour Relations Act, Occupational Health and Safety Act, etc.).
- Sound knowledge of recruitment practices.
- Advanced skills in MS Office (Word, PowerPoint, Excel, Outlook).
- Demonstrated ability to build and maintain positive and collaborative working relationships and be an effective team player.
- Proven ability to prioritize duties/projects, multi-task, and work independently in a fast paced environment with constant demands.
- Knowledge and experience working with Ceridian preferred.
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: January 4, 2019

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.19)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.