



File #: 2020-10-0306
Position: Human Resources Generalist – Permanent Full Time (1)
Department: Human Resources
Location: Burlington, Ontario
Posted: March 6, 2020
Deadline: March 13, 2020

Established in 2001, Shared Services West is a not-for-profit shared services organization with expertise in supply chain management, process optimization, and redevelopment planning. Working collaboratively with our stakeholders, we deliver cost-efficient services with a focus on innovative solutions.

As a company, we are built upon a family ethos. We are proud of our values and our culture, which are at the heart of our company. They set the standard for how we behave and work.

IS THIS YOU?

You are a seasoned HR Generalist, organized and pro-active individual. You thrive in a fast-paced environment while managing multiple projects at once. You are willing to go the extra mile for the stakeholders you serve. You pride yourself in strong work ethics, and you value a productive collaboration. You are a trusted professional who listens, anticipates, and effectively contributes to solving challenges.

PRIMARY RESPONSIBILITIES

Reporting directly to the Human Resources Business Partner (HRBP), you will serve as the primary contact for managers and employees on matters such as recruitment, performance management, HR policies interpretation and regulatory compliance, compensation, benefits/pension, payroll, and leave of absence administration.

Furthermore, you will support the HRBP in identifying and implementing programs and initiatives that support both the HR and corporate strategic objectives of SSW.

The primary duties and responsibilities of the role include, but are not limited to:

Recruitment

- Managing the full recruitment cycle for all level positions.
- Liaising with external placement agencies and school job boards as required.
- Managing the candidate experience by coordinating the pre-on-boarding activities such as first day agendas, internal communication/announcements, and the HR Orientation.
- Leading various branding activities to attract talent.

Compensation & Benefits

- Administering compensation and benefit plans.
- Reconciling monthly benefits invoices.
- Supporting the year-end HOOPP reporting.
- Preparing and distributing annual employee total compensation letters.

Talent Management

- Supporting managers with performance management reviews.
- Researching and recommending the learning and development training initiatives.
- Conducting exit interviews and debriefing managers.
- Leading the Employee Service Awards, as well as the Annual Recognition Programs.

HR Administration

- Maintaining records of personnel-related data in both the hard and digital copies and ensuring all requirements are met.
- Acting as the first point of contact for managers and staff on matters related to the HR administration.



- Assisting in the development and implementation of human resources policies.
- Preparing the HR content for the monthly newsletter and Connect meetings and presenting it at those meetings.
- Researching and providing support in the development, implementation and application of HR policies and programs.
- Developing and maintaining the required HR reports.

Payroll

- Administering and processing payroll for 100+ employees on a bi-weekly cycle.
- Verifying expense claims.
- Processing ROEs and calculating various special payments (i.e. top-up, severance, retroactive).
- Acting as the point of contact for staff on leave (i.e. maternity, short-term disability) to ensure updates are available to meet the payroll timelines.
- Verifying and distributing T4's.

POSITION REQUIREMENTS

Education

- College diploma or University degree in Human Resources or related field.
- Certified Human Resources Leader (CHRL) designation, or in progress.

Work Experience

- Minimum 3 years of generalist human resources experience.
- Payroll processing.

Knowledge and understanding

- Knowledge of human resources processes and best practices.
- Payroll relevant government legislation.
- Conflict resolution training is an asset.

Technical Skills

- Advanced computer skills in Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Experience with ADP people@work, pay@work and ezLaborManager platforms is a definite asset.

Personal Skills

- Organization.
- People Interactions.

WORK ENVIRONMENT

- Office location – Burlington, Ontario, Canada.
- Office hours are generally 8:30 AM to 4:30 PM (with some flexibility), Monday to Friday.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

SSW Employees Enjoy:

- Competitive compensation
- Generous vacation entitlement
- Educational assistance
- One of the top defined pension plans in Ontario - HOOPP (Healthcare of Ontario Pension Plan)
- Employee and family assistance program (EFAP)
- Flexible environment
- Family-feel culture



To apply, please email your resume to careers@ssw.ca, indicating the **position title** and **posting #** in the subject line.

As part of the initial recruitment process, selected candidates will be asked to complete a Job Feedback Form. Please note that this does not guarantee advancement to the next step in the recruitment process.

Part of our final recruitment stages includes an online character assessment. By applying, you agree to participate in the assessment, if selected and give permission to share the results with Shared Services West (SSW).

SSW is committed to providing accessible employment practices that are in compliance with the Accessibility of Ontarians with Disabilities Act (AODA). If contacted for an interview, please inform us should any accommodation be required.

We thank all applicants for their interest in SSW!