

## Human Resources Generalist Job Description

### Position Summary:

The Human Resources Generalist provides support to the Finance/Human Resources Manager and Executive Director. The Human Resources Generalist is responsible for performing a variety of Human Resources support duties such as assisting in the maintenance of the human resources database, employee records and files. The Human Resources Generalist also assists in payroll processing by tracking and reporting payroll information to the Finance Department. Furthermore, the Human Resources Generalist completes assigned functions involving attendance statistics, termination, hire and other information, as well as provides recommendations regarding the development and administration of Human Resources policies and programs as needed.

### Primary Duties and Responsibilities

#### Administrative Duties:

- Responsible for tracking work time, vacation, sick time, etc.; responsible to report this information to the Office Manager tracking government forms and pay requirements, preparing pay for employees, maintaining all payroll records.
- Plan for human resources needs related to organizational and reporting structure, employee complement required to accomplish organizational goals and succession planning.
- Collect and maintain employee data.
- Maintain a Human Resources Information System (HRIS) or similar method of tracking data.
- Extract information for analysis from the HRIS, e.g. analyze absenteeism trends.
- Coordinate benefits.
- Help make necessary arrangements when a staff member calls in sick or absent.
- Ensure proper documentation is completed for all new and terminated employees.
- Perform regular inventory counts.

#### Recruitment and Selection:

- Assist in process to recruit, hire, orient and make plans for retention of staff.
- Advertising of job openings, collecting resumes, photocopying, arranging of interviews and etc.
- Assist in coordination and monitoring of the new employee orientation process and the maintenance of Performance Management, Job Evaluation and Pay Scales.
- Assist in process to coordinate terminations, resignations and retirements.

## **Legislative Duties:**

- Acquire and/or maintain expertise related to Employment Standards and other HR legislation.
- Assist in process to develop and maintain staff policies in accordance to legislative requirements.

## **Health and Safety:**

- Manage all Occupational Health and Safety programs, including WSIB claims.
- Participate in the Joint Health and Safety Committee.
- Coordinate maintenance requests.

## **Training:**

- Monitor and track training, including costs and quality. May also provide training personally.
- Perform Training Needs Analysis for the organization's employees.

## **Additional Duties:**

- Responsible for dealing with insurance carriers, employee's benefit plan, maintenance people (photocopier, cleaners, or any other suppliers).
- Coordinate with managers for areas related to HR.
- Attend reception when necessary.
- Other Duties as assigned

## **Qualifications**

### **The Human Resources Generalist must have skills and abilities that include:**

- University degree in Human Resources or a field related to personnel management, such as Business Administration, or equivalent experience.
- Preferred CHPR or prove of working towards CHRP designation.
- Ability to assist in coordinating employee performance and appraisal programs for the Executive Director.
- Ability to advise Executive Director on the interpretation of personnel policies, compensation and benefit programs and existing or planned policies.
- Research and prepare job descriptions, salary scales and competency appraisal measures and systems.

- Assist in recommending and coordinating staff development, workshops, professional development and conferences.
- Assist in coordinating staff sick time, lieu time, vacation time and schedules.
- Sensitive to and skilled in working with a diverse population.

Apply in writing with a cover letter and resume to [careers@westofwindsor.com](mailto:careers@westofwindsor.com)

WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.

(Accommodations available upon request)