

## Job Posting

### Human Resources (HR) Administrator, Warden Woods Community Centre

Full-Time, On-Site in Southwest Scarborough (74 Firvalley Court)

#### Role Summary

The HR administrator is responsible for executing all administrative tasks related to Human Resources within Warden Woods, including maintaining records and coordinating information pertaining to personnel, payroll and benefits, recruitment and hiring, and training. The HR Administrator will report to the Director, and work closely with Finance/Payroll to share accurate information across teams and support efficient organizational functioning. We are looking for a systematic, detail-oriented and highly organized candidate with excellent all-around communication skills.

#### Warden Woods Community Centre

Warden Woods has been working collaboratively to meet the needs and interests of local community for over 50 years in Southwest Scarborough. For more please visit [wardenwoods.com](http://wardenwoods.com).

#### Key Responsibilities

##### Employee & Volunteer Data Management:

- Maintain accurate and consistent personnel records, including all required personal information, database fields, documents, etc.
- Update HR database with new hires, terminations, and changes in status.
- Schedule, track and follow up on tasks related to maintaining HR info and documentation.
- Administer employee surveys and HR-related announcements as directed.
- Pull HR-related reports to support data analysis by management.
- Flag and support technical remedies for data integrity and data systems issues.

##### Recruitment and Onboarding:

- Coordinate job postings and candidate screening.
- Coordinate interview schedules and logistics.
- Prepare employment documents based on templates, and coordinate appropriate approvals.
- Track probation dates and schedule performance reviews.

##### Payroll and Benefits Administration:

- Work in collaboration with Finance Team to confirm and process payroll data.
- Coordinate employee benefits enrollment and status changes.

- Communicate benefits information to employees.
- Perform reconciliation of group insurance invoices.
- Coordinate collection and submission of documents related to workplace injuries, leaves of absence, accommodations, etc.

**Training and Development:**

- Track and schedule training and development activities
- Maintain training records

**Employee Relations, Information Sharing:**

- Address employee's technical inquiries related to HR policies and records.
- Maintain appropriate confidentiality and discretion.

**Compliance Adherence:**

- Maintain consistent adherence to organizational policies, laws and regulations regarding HR info and documents, data collection, storage and use.

**Other duties as assigned:**

- General administrative tasks as assigned to support smooth operational functioning of the organization.

**Key Skills Required**

- **Exceptional organizational and systematic-thinking skills:** Ability to manage multiple tasks and prioritize effectively, and work systematically to ensure data sets, cycles and standards are maintained.
- **Exceptional attention to detail:** Accuracy in preparing and reviewing documents, diligence and care in handling sensitive data, thorough in data collection and entry, dedication to consistent formatting and clear, sustainable data systems.
- **Excellent communication skills:** Clear and concise communicator in English, written and verbal, including spelling and grammar. Strong command of Word, Excel, PowerPoint, Outlook, Teams, Adobe Acrobat and other common administrative software. Ability to review and edit documents to catch and correct omissions, mistakes and inconsistencies is essential.
- **Proficiency in HR software and HR-specific language:** Familiarity with HR information systems, databases, terms, language.
- **Sound Judgement:** Keen ability to provide accurate, relevant information, and to recognize where different or further expertise, decision-making or opinion is required.
- **Excellent interpersonal skills:** Ability to make requests and follow up with a variety of personalities to keep HR processes on track, while maintaining friendly and effective relationships.

**Key Qualifications**

- At least 3 years in a high-volume administrative role.
- At least 3 years of database use (HUMI in particular is an asset), with demonstrated commitment to details and data integrity.

- At least 3 years of writing and reviewing formal communications of consequence (business letters, agreements, contracts, etc.). Strong user of MS Word, Excel, Adobe Acrobat and other typical office tools is required.
- Demonstrated ability to communicate (verbal, written, grammar, language) in English at an intermediate level (high school completion required, post secondary in a related field is an asset), and ability to type at a rate of approximately 60 words per minute.
- Demonstrated ability to read in English at an above-average speed.
- Demonstrated ability to perform basic arithmetic operations like addition, subtraction, multiplication, and division, including understanding percentages and decimals, ability to read and interpret numerical data from reports or spreadsheets.
- Demonstrated time-management and prioritization skills.
- Demonstrated ability to maintain friendly, effective relationships with a variety of stakeholders.
- Demonstrated aptitude for learning new software and systems.
- Familiarity with the communities of Southwest Scarborough and a connection to our nonprofit mission of working with and for local people, with a focus on Black and racialized communities, is a definite asset.

### **Compensation and Hours of Work:**

\$52,000-60,000 per year plus comprehensive benefits  
Monday-Friday, 7 hours daily (Flexible between 8am-6pm)

### **How to Apply**

All qualified applicants are encouraged to apply! We particularly encourage applications from Black, Indigenous and racialized people, 2SLGBTQIA+ community members, people with disabilities, and members of other equity-deserving groups.

**Please submit a resume and cover letter by March 13, 2025 to:**

[careers@wardenwoods.com](mailto:careers@wardenwoods.com)

Use the subject heading: **HR Administrator**

While we thank all who apply, only those selected for interviews will be contacted.