



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/28

Business Services Coordinator

Job ID	6A-5C-5E-E2-D7-D7	
Web Address	https://careers.indigenous.link/viewjob?jobname=6A-5C-5E-E2-D7-D7	
Company	Human Rights Legal Support Centre	
Location	Toronto, Ontario	
Date Posted	From: 2022-07-12	To: 2023-01-08
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$59,603 - \$75,840 per year	
Languages	English	

Description

The Human Rights Legal Support Centre (HRLSC) provides free legal assistance to individuals throughout Ontario who have experienced discrimination contrary to Ontario's Human Rights Code. The HRLSC is seeking applications for a Business Services Coordinator to provide business support and services to the Human Resources (HR) and Business Services team of the HRLSC.

This position's primary responsibilities will focus on finance and business administration including accounts payable processing and procurement initiatives, as well as HRLSC's recruitment. This position will work collaboratively as part of the HR and Business Services team, closely with the HRLSC's Executive Team and Accountant, and reports to the Manager of Human Resources and Labour Relations.

This is a full-time, temporary contract position until July 2023 (with the possibility of extension) and is located in Toronto.

The HRLSC provides a competitive total compensation package. The salary range for this position is \$59,603 - \$75,840. The usual hours of work are 9:00 a.m. - 5:00 p.m., Monday through Friday.

The Human Rights Legal Support Centre is committed to equity and diversity and encourages applications from people who are reflective of Indigenous and diverse communities. Accommodation will be provided in accordance with Ontario's Human Rights Code. Accessible formats of this posting are available upon request.

Application Deadline: Wednesday, July 20, 2022@ 5:00 p.m.

Experience

Qualifications include strong organizational and analytical skills, experience working in an HR, finance and / or business administrative environment, advanced skills in Microsoft Office including Word, Outlook and Excel and HR / finance management information and electronic payroll systems or databases (Sage and Ceridian Dayforce HCM preferred and considered an asset).

The successful candidate will have the ability to efficiently prioritize and manage multiple deadlines in a fast-paced environment and have general knowledge of accounting and HR best practices. Knowledge and experience working with the broader public service not-for-profit sector and provincial government directives are considered an asset.

Education Requirements

Post-secondary education in Human Resources, finance, business management or a related field or equivalent administrative HR / Finance related experience

Essential Skills

organizational and analytical skills

Microsoft Office (complete suite)

Sage and Ceridian Dayforce HCM preferred and considered an asset

Work Environment

Office

How to Apply

Applications must:

- 1.Include a resume and a covering letter, submitted as one attachment
- 2.Be addressed to the attention of Human Resources
- 3.Be submitted by e-mail to: jobapplication@hrlsc.on.ca
- 4.Have the e-mail subject line: BSC - 20220708