



# 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.Links 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.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/04

## Human Resources Coordinator

**Job ID** A2-BD-27-2C-BE-C7

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=A2-BD-27-2C-BE-C7>

**Company** Branksome Hall

**Location** Toronto, Ontario

**Date Posted** From: 2023-06-07 To: 2023-08-06

**Job** Type: Full-time Category: Human Resources

**Job Salary** Target Hiring Range: \$51,800-\$64,800

**Languages** English

### Description

Human Resources Coordinator

Employment Terms: Full-Time, Permanent

Start Date: As soon as possible

Branksome Hall, a leading independent International Baccalaureate (IB) World School for girls challenges and inspires students to love learning and shape a better world. Through the unique combination of wellbeing, outstanding academics and international mindedness, Branksome Hall students and employees become impactful leaders who give back to their communities. With our values of Sense of Community, Inclusiveness, Creativity and Making a Difference as a foundation, Branksome Hall offers a strong liberal arts curriculum that develops critical thinking and inquiry skills.

### Experience

The Opportunity:

Branksome Hall is seeking a Human Resources (HR) Coordinator to support the full range of operational human resource activities at the school including recruitment, onboarding, payroll administration, and health and safety. As a member of the HR team and reporting to the Associate Director, HR, the Coordinator will draft employee correspondence, contracts and communication, coordinate logistics related to employee on and offboarding, training and orientation, as well as act as a first point of contact for employee queries.

With keen attention to detail and strong technical skills, the incumbent will also maintain the Human Resources Information System (HRIS), and will work closely with the Payroll and Benefits Officer to complete the HR related aspects of payroll and benefits administration. The successful candidate will maintain employee files, prepare reports related to HR data and employee activity as well as coordinate mandatory training for all employees.

Motivated to support employees within the school, the Coordinator brings a collaborative and service oriented approach to their practice as well as a commitment to diversity, equity and inclusion and our school values.

## **Education Requirements**

### **Candidate Profile**

As the ideal candidate, you will have post-secondary training in a related field along with 2-3 years of administrative experience. Completion of human resources training and/or experience in the non-profit or education sector would be considered strong assets. A combination of experience and education will be considered.

A self-starter with sound judgment and a commitment to confidentiality, you possess the ability to build strong relationships across the community. You are tech savvy with high proficiency in a range of computer applications including Google Suite, Microsoft Office and online softwares. Experience with ADP WorkForce Now would be considered an asset. As a team player, you are skilled at working collaboratively with a range of stakeholders, coordinating multiple activities, and fostering a welcoming environment. You are solution-oriented with the ability to take initiative and strong organizational skills.

## **Work Environment**

### **Why Join Branksome Hall:**

- Competitive salary and benefits including pension matching for eligible employees;
- Access to perks such as taxable benefit lunches and generous time off policies including half-day Fridays in the summer for eligible employees;
- Access to state of the art facilities and resources to support wellness, innovation and entrepreneurship such as the fitness center, swimming pools, and makerspaces;
- A collaborative community with a commitment to the growth and development of employees with ongoing professional development and mentorship.

## **How to Apply**

Click "Apply Now"

If you are interested in being considered for this position, please submit your resume and cover letter by June 14, 2023. The posting will remain active until the position is filled.

Applications (resume and cover letter) can also be sent to:

Branksome Hall - Human Resources

10 Elm Avenue

Toronto, Ontario

M4W 1N4

Branksome Hall is an equal opportunity employer and welcomes applications from all candidates who meet the minimum requirements for the position. Branksome Hall is strongly committed to diversity, equity and inclusion within its community and especially welcomes applications from racialized persons/persons of colour, Indigenous/Aboriginal People of North America, persons with (dis)abilities, LGBTQ persons, and others who may contribute to the further diversification of ideas, and champion diversity in its broadest sense. Accommodations are available upon request for candidates engaging in all parts of the recruitment and selection process at Branksome Hall.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.

To learn more about working at Branksome Hall, please visit [www.thinkerswanted.ca](http://www.thinkerswanted.ca) or visit our

