



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.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

Human Resources And Payroll Generalist

Job ID	AD-C4-5A-6B-EC-3C	
Web Address	https://careers.indigenous.link/viewjob?jobname=AD-C4-5A-6B-EC-3C	
Company	Ontario Hospital Association	
Location	Toronto, Ontario	
Date Posted	From: 2022-01-21	To: 2022-02-02
Job	Type: Full-time	Category: Health Care
Job Salary	\$57,303 - \$66,853 per year	
Languages	English	

Description

Human Resources and Payroll Generalist

Business Planning and Strategy Division

Full-time, permanent

Target hiring range: \$57,303 - \$66,853

Position Profile:

The foundation of the Ontario Hospital Association's (OHA) strategic plan is the need to be a strong and healthy association to serve hospitals so that they can change and evolve as organizations within Ontario's health system. The OHA's goal is to serve and actively support its diverse membership. We are committed to leadership and excellence by providing industry-leading guidance and advice to our members. The Ontario Hospital Association (OHA) is an organization whose strength is its people. We achieve our purpose in serving Ontario's hospitals to build a better health system through our core values humility, discovery, and passion. The OHA offers a professional and dynamic work environment and is committed to providing its employees with the right tools to succeed. We recognize and encourage individual and team strengths and promote opportunities for personal growth, achievements, and continuous learning.

The OHA is looking for an energetic and innovative professional to assist with the planning and co-ordination of projects related to Human Resources initiatives. In this role, you will be visible within the organization, interacting regularly with employees and people leaders in all departments.

You are a great listener and your communication style, energy and self-confidence make people want to work with you. You thrive in a fast-paced environment, can handle multiple projects simultaneously and you have a strong sense of accountability for your work and the service that you and your team provide to your colleagues and the organization.

The Position:

Reporting to the Director, People, Engagement and Culture, your responsibilities will include:

Human Resources and Employee Relations

- Communicate with staff across the Association with diplomacy and tact, provide guidance and support, and always maintain confidentiality
- Provide policy interpretation, procedural and process
- Coordinate HR programs, team building activities, service recognition programs, performance management, and professional development
- Create and distribute HR analytic reports
- Maintain Employee Portal including but not limited to Announcements, HR Resource page

Payroll Administration

- Accurate and timely processing of bi-weekly payrolls (2 companies)
- Ensure appropriate deductions, remittances, and financial reporting requirements for statutory and voluntary deductions
- Conduct regular audits on statutory deductions and monthly reconciliations
- Produce Records of Employment (ROE)
- Lead year end processes as required including producing employee tax forms (T4's), filing annual government returns, and pension reconciliation
- Prepare ad hoc payroll reports as requested by Finance

Benefits Administration

- Full-cycle administration of pension and benefit plans (enrolments, changes, terminations), and maintain record keeping
- Respond to general employee enquiries including plan eligibility and benefit claim issues
- Lead short-term disability process for employees

Recruitment

- Coordinate the recruitment process, draft and update job postings, screen resumes, prepare interview guide and distribute interview packages to panel
- Conduct interviews, reference checks, and prepare employment contracts
- Liaise with applicants throughout the recruitment cycle
- Lead orientation for new employees

The Candidate:

The candidate has knowledge and experience in human resources and payroll administration and holds a CHRL (HRPA) and PCP (CPA) designations. You are detail-oriented, have good mathematical and analytical skills. You have excellent oral and written communication skills, are a team player and have excellent interpersonal skills. You have the ability to multi-task and change priorities quickly under tight timelines, are responsible and reliable, can work independently and collaboratively across teams, and are well-organized.

The candidate must be able to maintain confidential information and be able to deal with highly sensitive matters. As well, you possess tact,

diplomacy, sound judgment, a professional attitude, and provide excellent customer service.

A post-secondary education in a related field. The tech-savvy candidate must possess excellent computer skills including experience with Microsoft Office (SharePoint, Word, Excel, and PowerPoint). Knowledge of ADP Workforce Now and BambooHR would be an asset.

The ideal candidate might be described as dynamic, positive, collaborative, persuasive, resilient, driven, results-oriented, and has a sense of humour.

How to Apply

Click "Apply Now"

The OHA is committed to fostering a climate of equity, diversity, inclusion, and accessibility. We welcome and respect the diversity of all members of our community. We welcome applications from Black individuals and Persons of Colour, Indigenous Peoples, women, persons with disabilities, LGBTQ2+ persons, and others who may contribute to the further diversification of ideas within our community. OHA is committed to fair assessment of a candidate's abilities, and consideration for diversity of thought, method, and experience, including non-traditional career paths.

The successful applicant must be fully vaccinated against COVID-19 (as defined by the Government of Canada) or have a valid vaccination exemption pursuant to the Human Rights Code. Further, they must provide proof of vaccination (or a valid exemption) prior to the start date, provide updated information as necessary, and comply with any ongoing vaccination-related requirements.

Potential applicants are invited to submit a resume and covering letter by February 2, 2022. If contacted for an interview, please inform us should accommodation be required.