



# 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

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## Human Resources Specialist

<b>Job ID</b>	<b>B3-56-5E-A8-7C-EA</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=B3-56-5E-A8-7C-EA">https://careers.indigenous.link/viewjob?jobname=B3-56-5E-A8-7C-EA</a>	
<b>Company</b>	McCarthy TÃ©trault	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2021-09-14	To: 2022-03-13
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Languages</b>	English	

### Description

At McCarthy TÃ©trault, we offer challenging and rewarding career opportunities and are delighted to have been selected as one of Canada's Top 100 Employers 2021 for the ninth consecutive year. Our culture is built on professional excellence, collaboration, innovation, thought leadership and entrepreneurialism. We embrace inclusion in all its forms and we provide the tools and opportunities to help our people develop to their full potential. As a Human Resources Specialist, you will be:

- Responsible for organizing and facilitating new hire onboarding sessions and working closely with our Talent Acquisition team and Hiring Managers to ensure our new firm members are set up for success.
- Preparing documentation related to local employee changes such as: letters related to position changes, intern and co-op student offer letters, verification of employment, probationary period status.
- Supporting HR programs such as our Recognition and Exit Interview programs.
- Providing project management and project execution support to the HR Director and HR Manager on National HR projects to advance our talent program.
- Collaborating with HR Directors, our HR Centers of Expertise (COE), and Business Leaders to seamlessly support and execute new services, as required.
- Providing support to firm members and leaders with their inquiries into policies, processes, etc.
- Providing backup support for the Toronto HRIS responsibilities.
- Continuously updating job knowledge by participating in educational opportunities, reading professional publications, maintaining professional networks, and participating in professional organizations.

### Experience

As our ideal candidate, you will have:

- Completed a post-secondary education in Human Resources or a related field.
- Minimum three to five years experience in a HR generalist role, preferably acquired within a legal or professional services environment.
- CHRP designation, preferred.
- The ability to effectively communicate (both verbal and written) across multiple levels of the organization.
- Exceptional interpersonal and relationship building skills with the ability to effectively work in a team environment.
- Superior organizational and data management skills.
- Demonstrated critical thinking skills.
- The ability to cope effectively with change and to manage priorities in a fast-paced, dynamic work environment.
- Be action-oriented, take initiative and have the ability to work with minimal supervision.
- Strong attention to detail, with excellent spelling, grammar and proof-reading skills.
- Advanced skills in Microsoft Office Excel, Word, Outlook and PowerPoint.
- The ability to uphold confidentiality.

### Other

Vaccination Policy:

Please note that, applicants who receive a conditional offer of employment from McCarthy TÃ©trault will be required to provide proof that they are fully vaccinated with a COVID-19 vaccine approved by Health Canada as a condition of employment and to maintain their status as fully vaccinated as a condition of continued employment. McCarthy TÃ©trault will consider individual requests for accommodation by applicants who cannot be fully vaccinated due to health or other grounds.

### How to Apply

We invite you to submit your application to [careers@mccarthy.ca](mailto:careers@mccarthy.ca). We thank all applicants for their interest in McCarthy TÃ©trault; however, only chosen applicants will be contacted. We regret that we are unable to respond to individual inquiries about application status. McCarthy TÃ©trault is an equal opportunity employer that fosters an inclusive, equitable, and accessible environment. Please notify us if you require accommodation at any time during the recruitment process.