



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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/07

HR & Payroll Admin Coordinator

Job ID	BF-7C-82-19-82-60		
Web Address	https://careers.indigenous.link/viewjob?jobname=BF-7C-82-19-82-60		
Company	Park People		
Location	Toronto, Ontario		
Date Posted	From: 2021-02-16	To: 2021-03-18	
Job	Type: Full-time	Category: Human Resources	
Job Start Date	April 2021		
Job Salary	\$43,000 - \$45,000		
Languages	English		
Fluency in French is an asset			

Description

Location: We will consider candidates based in the Greater Toronto Area, and we are open to a blend of remote and in-person days in a typical work week.

We are looking for a very organized, analytical HR, Payroll & Admin Coordinator with exceptional attention to details, communication and problem solving skills. You will be responsible for all tasks involved in processing payroll, administering Park People's HR systems, providing administrative support to the Director, Finance & HR, the Administration Manager, as well as supporting Park People's Leadership team.

Park People is dedicated to promoting equity, multiculturalism and inclusion in our offices and in all of the work that we do. We believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other characteristics that make us different. We are striving for a staff team that is representative of the communities where we work, and encourage applications from BIPOC applicants.

As the HR, Payroll & Admin Coordinator your role will include:

Financial Administration:

- Preparing semi-monthly payroll and pension submissions, and ensuring all records are accurate and up-to-date;
- Administering various projects including audit preparation, provision of tax receipts and invoice filing;
- Monthly bookkeeping reconciliation and drafting financial reports.

Human Resources & Administration support:

- Administering Park People's group health benefits program;
- Administering electronic personnel records and assigning trainings as required;
- Providing administrative support for the recruitment and onboarding of new staff positions;
- Assisting in the preparation of board meeting paperwork;
- Liaising with the Toronto office property manager;
- Stewarding Park People's general email inbox;
- Providing executive administrative assistance to Park People's leadership team as needed;
- Answering phones and forwarding messages; and
- Other administrative support as required.

Program Administration Support:

- Reviewing contracts/grants/agreements;
- Requesting insurance Certificate of Insurances (COIs) and assisting with permits for Park People events; and
- Assisting and administering the Canada Summer Jobs program.

Experience

- Attention to detail and a high degree of accuracy are essential;
- Knowledge and experience working in Google Office Suite is preferred;
- 2 to 5 years experience working with payroll, HRIS and bookkeeping systems, with experience in Ceridian Powerpay, HRDownloads and QuickBooks Online preferred;

- Office experience in general financial, HR, and other administrative tasks;
- Demonstrated organizational skills;
- Experience working in a non-profit environment

Education Requirements

University degree

Work Environment

Park People is a great place to work:

- We offer a generous benefits package including health and dental benefits, annual cost of living increases and a pension plan.
- We have an amazing work culture with smart, engaged colleagues who want to learn and improve while having fun.
- We have a casual and collegial work environment in Toronto, at a beautiful space at 401 Richmond St., which offers onsite childcare.
- We value flexibility and work life balance for our team members, offer generous vacation time, flexible work hours and telecommuting options.
- We offer opportunities to get involved in new areas and grow professionally with progressive career opportunities as Park People continues to grow.
- We provide time and funding to support education and training, including regular staff field trip days to explore cool things happening across the city.
- We provide you the chance to lead change and have an impact in communities across Canada.

How to Apply

Please send your resume and cover letter in one electronic file in confidence by Friday, March 5, 2021, to admin@parkpeople.ca. If you require accommodation in order to participate in the recruitment process, please contact us at admin@parkpeople.ca to provide your contact information. Only those applicants selected for an interview will be contacted.