



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: 2024/04/20

Human Resources Administrator

Job ID	D2-F5-E8-98-01-C6	
Web Address	https://careers.indigenous.link/viewjob?jobname=D2-F5-E8-98-01-C6	
Company	Pfaff Automotive Partners Inc.	
Location	Vaughan, Ontario	
Date Posted	From: 2018-12-07	To: 2019-06-05
Job	Type: Full-time	Category: Human Resources
Job Start Date	January 2019	
Job Salary	\$40-\$45K	
Languages	English	

Description

Pfaff Automotive Partners Inc. is recruiting a Human Resources Administrator to join our HR team in Vaughan. This role assists with the day-to-day administrative operations and recruitment in the HR department.

Duties/Responsibilities:

Working with dealership HR Generalists to assist in recruiting efforts.

Advertises for vacant roles, using various entities effective for selection of each role available.

Reviews the resumes for all job candidates and pre-screens and/or interviews candidates for roles

Books appointments for viable candidates with manager, follows up

Monitors, and updates HR records for Recruitment, Onboarding, New Hires, Transfers and Terminations.

Compiles and completes reports as requested.

Files and updates HRIS system as required.

Advises managers and supervisors about the steps in the progressive discipline program and provides counsel to managers on employment issues as needed.

Helps to support the organization's Core Value culture so that it supports the attainment of Pfaff's goals and promotes an exceptional employee experience.

Protects confidentiality and interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations.

Other duties as assigned by the HR Team Lead and/or Human Resources

Skills/Academic Achievement Requirements:

General skill, experience and educational requirements; Human Resources Certificate or Degree

General knowledge of employment laws and practices.

Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping.

Effective oral and written communication.

Excellent interpersonal and coaching skills.

Excellent organizational skills

Evidence of the practice of a high level of confidentiality.

Credentials

Valid Ontario drivers license, clean drivers abstract.

Weight Handling

N/A

Work Environment

Office environment, local driving

How to Apply

If you have the experience, skill and academic achievement required for this role, please submit a resume via careers@pfaffauto.com

Pfaff Automotive Partners Inc. is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during this interview, please let us know when submitting your resumes.