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## Human Resources Administrator (13110)

**Posted by:** Analyticsmart Consulting Inc

**Posting date:** 05-Aug-2024      **Closing date:** 01-Feb-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Toronto

**Salary:** \$25 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6840423

### Job description:

## Human Resources Administrator

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#### Human Resources Administrator (13110)

<b>Employer:</b>	<b>Analyticsmart Consulting Inc.</b>
<b>Location:</b>	<b>171 East Liberty Street Suite 270 Toronto, ON M6K 3P6</b>
<b>Salary:</b>	<b>\$25.00 per hour for 30 to 35 hours per week</b>
<b>Job Type:</b>	<b>Permanent Employment, Full Time</b>
<b>Start Date:</b>	<b>As soon as possible</b>
<b>Language:</b>	<b>English</b>
<b>Minimum Education:</b>	<b>Secondary (high) school graduation certificate</b>
<b>Position Available:</b>	<b>1</b>
<b>NOC Group:</b>	<b>13110—Administrative Assistants</b>

## Job Details:

As a Human Resource Administrator, you will manage employee records, handle recruitment processes, and oversee onboarding. You will administer payroll, benefits, and leave requests, ensuring compliance with labour laws. You will coordinate training programs, resolve employee issues, and maintain HR policies. You will support performance evaluations, promote workplace safety, and facilitate communication between staff and management, fostering a positive work environment.

## Responsibilities:

- Coordinating the flow of information within the team
- Directing and controlling daily operations
- Directing staff
- Evaluating daily operations
- Motivating staff
- Planning and organizing daily operations
- Reviewing HR projects to assure compliance with laws and regulations
- Recording and preparing minutes of meetings, seminars, and conferences
- Determining and establishing office procedures and routines
- Planning, developing, and implementing recruitment strategies
- Managing contracts
- Answering telephone and relaying telephone calls and messages
- Answering electronic enquiries
- Compiling data, statistics, and other information
- Advising senior management
- Ordering office supplies and maintaining inventory
- Performing data entry
- Recruiting and hiring workers and carrying out related staffing actions
- Recruiting and hiring staff
- Maintaining and managing digital database

**Requirements:**

- Secondary (high) school graduation certificate
- Experience: 7 months to less than 1 year

To apply, please submit your resume [hr@analyticmart.com](mailto:hr@analyticmart.com). We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.