



**Human Resources/Payroll Assistant - Job Opportunity**  
**(Part-time, 21.00 hours/week, 3 days per week)**

**About GRIT:** As a trusted leader, we use research to guide our professional knowledge and practices to give the resources and information needed to achieve the best outcomes for all children. Be a part of this amazing culture and see how your work makes a difference in the lives of others!

**About the Position:** The Human Resources (HR)/Payroll Assistant will be responsible for supporting both HR and Finance departments with day to day transactional activities. This is an 11 month per year position working August- June with July off unpaid. Hourly rate of pay is from \$20.16 to \$27.12 /hour and will commensurate with experience and education.

**Primary Duties and Responsibilities:**

**Human Resources Administration:**

- Support the day-to-day administration of Human Resources
- Provide full cycle recruitment services by developing job postings, screening applicants, consulting with managers to generate candidate lists, drafting interview questions, scheduling and participating in interviews, conducting reference checks, and preparing employment offers.
- Conduct and oversee orientation sessions with new hires and administer the onboarding process.
- Track and communicate employee renewal dates for required documentation and assist with tracking performance reviews.
- Oversee the Group Benefit Plan administration.
- Assist HR Manager with various projects and initiatives such as policy review, employee engagement surveys, and other duties as assigned.

**Payroll/Finance Support**

- Process bi-weekly payroll, including verifying hours, mileage and deductions and submit it to payroll provider.
- Ensure accuracy of T4 slips
- Process Record of Employment as needed
- Reconcile payroll expense accounts

**Job Requirements:**

- Certificate or Diploma in a related field (i.e. Human resources business administration, finance, accounting)
- 2+ years combined experience in HR/payroll administration.
- Adept with computer applications including Sage and Microsoft applications. Ability to create spreadsheets/ reports/analyze data (i.e. Excel, Word, PowerPoint).
- Knowledge and understanding of payroll principles, practices, procedures. documentation and provincial and federal laws.
- Strong analytical and problem-solving skills.
- Ability to communicate effectively (both verbal and written).
- Clear Criminal Record Check and Children's Intervention Record Check.

To apply for this opportunity, please submit your resume and cover letter by **March 22, 2023** to:

[christinacameron@gritprogram.ca](mailto:christinacameron@gritprogram.ca)