

## Human Resources Associate

<b>Position Status:</b>	Permanent
<b>Posting Status:</b>	Open
<b>Location:</b>	26 Prince Andrew Place, Toronto, ON (Don Mills & Eglinton)
<b>Starting Salary:</b>	\$55,357
<b>Hours of Work:</b>	36.25 per week
<b>Posting Date:</b>	March 26, 2024
<b>Closing Date:</b>	April 8, 2024

### Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan agency of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

### Join our team

The People and Talent division of Elections Ontario is seeking a highly organized and motivated individual who thrives in a fast-paced, demanding environment. In this position, you will be responsible for assisting and supporting a team of HR Advisors and the Manager, Human Resources in the effective and efficient administration of the human resources function.

### What to expect in this role

Reporting to the Manager, Human Resources, you will:

- Provide proactive HR service, advice and assistance to employees on a variety of HR issues (primarily absences, recruitment and selection and pay).
- Respond to inquiries from employees and candidates.
- Assist in the recruitment and selection process.
- Maintain position inventories and create and maintain organizational charts and the HR unit's operational reports.
- Draft employment offers, announcements, memos and employment verification letters and assist in presenting employment offers to prospective employees.
- Complete and coordinate the preparation of HR and payroll documentation.
- Assist in the research, drafting and updating of HR policies, procedures, and communiqués.



- Assist in developing presentations by gathering information and preparing relevant materials.
- Act as a back-up for the HR Assistant

### **What you need to qualify**

- **Must have a minimum of 2 years of HR administration experience.**
- Demonstrated understanding of human resources functions such as staffing, absence management, health and safety, and payroll
- Demonstrated knowledge of office management methods, procedures, and practices
- Excellent oral and written communication skills
- Excellent organizational and time management skills to effectively manage own workload and meet deadlines.
- Reasoning and problem-solving skills
- Knowledge of computer programs (e.g. word processing, spreadsheet, presentation, email)
- CHRP designation is not required but is considered an asset.
- Must be legally entitled to work in Canada.

**Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 3 to 5 days per week, based on operational requirements.**

### **How to apply**

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume as one attachment, quoting File #EO-2024-52 in the subject line, to [HRcareers@elections.on.ca](mailto:HRcareers@elections.on.ca) no later than **April 8, 2024, at 4:00 p.m.**

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

### **How to request an accommodation**

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.



Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email [HRcareers@elections.on.ca](mailto:HRcareers@elections.on.ca).