



Job Description

Job Title: HR and Office Administrator

Location: 2068 Piper Lane / 290 Sovereign Road

Reports to: HR Manager

Position Overview:

The HR and Office Administrator assists with the day to day operations of the human resources department with support for administration of other departments. This position reports directly to the HR Manager.

Responsibilities and Accountabilities:

Human Resources

- Supports the recruitment process by posting job advertisements, screening resumes, scheduling job interviews, checking references, preparing interview templates, and issuing new hire packages
- Orientation and on-boarding of new staff, including processing off all new hire paperwork
- Manages employee IT, new setup, allocation of equipment and email/server support
- Active member of the Health and Safety Committee, and assists with administering and scheduling various training programs
- Assists with the organization's safety plan – monthly plant inspections, scheduling equipment recertification's, new policy development, first aid, accident reporting, WSIB
- Maintains and files employee information in various systems by entering and updating employment and status-change information
- Monitors and manages Company attendance and vacation tracking; receive and track all vacation, sick and time off requests for hourly employees and coordinate with payroll to ensure accuracy of information
- Back up payroll administrator, daily time cards entry into OWL Time Clock system and internal job costing system
- Assists with benefit administration including the processing of new enrollments, terminations, and changes
- Oversees the company's uniform program, accuracy of pricing and listing of active employees receiving uniforms
- Drafts department correspondence (employee handbooks, employee notices etc.)
- Answers all employee inquiries and directs them to the appropriate department as needed
- Completes special and ongoing Human Resources projects and activities as assigned through Human Resources Manager

Office Administration

- Arranges catering orders for staff meetings, lunches, etc.

- Performs all clerical duties for the team to operate efficiently such as answering phones, taking messages, travel arrangements, photocopying; manage and order supplies and equipment as needed
- Answers telephones (5 lines) and maintains general mailbox – all lines / messages forwarded to appropriate personnel via, page or email
- Answers door when general visitor arrive or when informed of a scheduled visit by management – appropriate personnel is notified of visitor via page/phone/email
- Administration lead on printers/photocopiers and maintenance of office equipment

Finance / Planning (Backup and Overflow)

- Work to create a strong, reliable, personal business contact with direct customers to ensure regular contact, building positive relationships and doing what it takes to meet and exceed customer expectations
- Acts as backup to Planner for shipping and logistics
- Organize and control packing slips, invoices, various other documents pertaining to accounts payable function until ready for processing
- Weekly run reports and prepare cheque run to pay bills that are due, and submit cheques to management for approval
- Approved cheques to be mailed with payment details or select vendors notified for pickup
- Completes special and ongoing Finance projects and activities as assigned through the Plant Controller
- Participates in perpetual inventory counts, as requested
- Process incoming mail and send to appropriate personnel

Qualifications:

- Must meet the requirements of the Canadian Controlled Goods Security Assessment Application as per Section 15 of the Controlled Goods Regulations, SOR/2001-32
- Diploma in human resources management
- Experience with Microsoft Office (specifically Outlook and Excel), Accounting Software i.e. Quickbooks Pro. recommended
- Self-motivated, the ability to work independently, and within a team environment with strong follow up, organization and prioritization skills and excellent attention to detail

Successful applicants must meet all requirements under the Canada Controlled Goods Regulations (CGR) and must be approved as mandated by Public Works & Government Services Canada and applicable contractual obligations.

Interested applicants should forward their resume to hr@adjindustries.com.

Accommodation is available in all aspects of the recruitment process. If accommodation is required applicants should make this known in advance.

We thank all who apply however only those selected for an interview will be contacted

For more information please visit our website at www.adjindustries.com