



Human Resources Administrator

1.0 FTE Permanent Position (35 Hours/Week)

Located on the sea-blue shores of Lake Huron, in the Village of Point Edward, St. Clair Child & Youth Services prioritizes providing a quality continuum of individualized care as the Child and Youth Mental Health (CYMH) Lead Agency for Sarnia and Lambton County. We aim to foster a thriving, healthy professional environment that promotes collaboration, respect, inclusion, and a devotion to lifelong learning.

We offer flexible working arrangements to promote a work-life balance, competitive benefit and retirement investment programs, and a workplace culture dedicated to your success. We are excited to be launching a new HRMS and are looking for someone to be an active and leading participant in that venture. The ideal candidate for this position will be a self-starter, well organized, have experience working in a unionized environment, and the ability to balance administration of HR functions with a strategic role within the organization as it relates to HR. If this sounds like the place you want to continue to nurture your career, submit your resume today.

Minimum Qualifications and Experience:

- College Diploma in Human Resource Management
- Two to four (2-4) years of relevant experience in Human Resources, preferably in a unionized environment.
- Experience working in a non-profit organization would be an asset.
- CHRP designation is preferred.

Skills:

- Excellent verbal and written communication skills.
- The ability to work independently with minimum supervision.
- Superior organizational and project management skills.
- Demonstrated knowledge of applicable legislation and best practices in Human Resources.
- Highly proficient in functions of Microsoft Office, including Word, Excel and PowerPoint.
- Skilled in recruitment and the employee life cycle.
- Adherence to a professional code of ethics.

POSTING DATE: February 13, 2024

POSTING END DATE: February 23, 2024

LOCATION: 129 Kendall Street, Point Edward, Ontario

SALARY: \$61,097.40 - \$72,126.60

Interested applicants are asked to apply to Human Resources by 4:30 p.m. on the posting end date. Please apply via email with subject line “**2024-04, HR Administrator**” to hr@stclairchild.ca

St. Clair Child & Youth Services welcomes applications from racialized groups, First Nation Inuit or Métis persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process in accordance with the Ontario Human Rights Code.