Position Title: Human Resources Administrator
Status/Type: Regular Part-Time (24 hrs per week)
Deadline: until filled
Location: West Toronto (Etobicoke, M9W)
Salary & Benefits: Salary range: $19.35 per hr -$23.74 per hr
Registered Retirement Savings Plan and, upon eligibility, matching Registered Pension Plan.
Vacation: 96 hours days per vacation year

Purpose:

The Human Resources Administrator provides reliable, accurate and trustworthy administrative and project support to the HR Generalist and the HR Director. The role also serves staff across the Fellowship by adhering to the highest standard of confidentiality and professionalism and delivering a high degree of internal and external customer service. The degree of personal interaction involved paired with the combination of administrative support and procedural tasks requires a person who: is well organized, enjoys working with a variety of people, has the ability to adjust to temperament, is confident, flexible, patient, attentive to detail and enjoys a variety of tasks.

Key Responsibilities:

- ❑ Ministry & Personal Development
- ❑ Administrative & Clerical (HRIS maintenance and recruitment)
  Link to Full Job Description

Key Outcomes:

- ❑ Timely, accurate and friendly service to staff teams and ministry partners
- ❑ Accurate and reliable employee information and reports are always available
- ❑ HR policies are up to date and in accordance with legal and employment standards
- ❑ HR strategy is moved forward, and projects materialize

Qualifications:

Ministry Specific

- ❑ Personal relationship with Jesus Christ with clear evidence of growth as a disciple
- ❑ Understanding of InterVarsity's purpose and mission with a strong desire and commitment to advancing the Fellowship's goals
- ❑ Ability to annually affirm and commit to InterVarsity's Statement of Agreement

Knowledge, Skills & Abilities

- ❑ Personable, approachable, client/customer centric, with strong attention to details

- Ability to handle and hold sensitive information and to respect and adhere to confidentiality
- Fast learner with ability to organize, prioritize and manage a high volume of tasks and assignments and meet deadlines in a fast-paced environment
- Good knowledge of employment standards and human rights legislation (national an asset)
- Excellent time management skills with ability to flex to a dynamic, changing environment
- Proven ability to work collaboratively and effectively with team members at all levels
- Flexibility to work independently and/or as part of a team
- Strong problem-solving skills with the ability to think critically
- Ability to research, analyze data and provide sound judgement/recommendations
- Excellent interpersonal skills along with strong oral and written communications skills

Education/ Experience

- Post-secondary education in Human Resources or Business Management preferred or equivalent combination of training and experience in Human Resources administration and/or management (three to five years)
- Working knowledge or experience with HRIS/HCM systems (two to three years)
- Good working knowledge of MS Office Suite and Adobe Professional
- Accurate typing speed of at least 40 WPM

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If you thrive in a dynamic, fast paced environment, meet the qualifications listed, can master the responsibilities/expectations required and are ready to embark on a new and rewarding opportunity to contribute to what God is doing through the work of InterVarsity Christian Fellowship of Canada, we want to hear from you. Click the link here to view the full job description inclusive of key responsibilities.

Application Process

Interested applicants are invited to email a résumé and cover letter to recruitment@ivcf.ca.

The successful candidate must be able to submit to InterVarsity's Statement of Agreement documents (Statement of Faith, Vision and Aims and Community Covenant). Employment is conditional upon a clear police reference check.

We thank all applicants for their interest; however, only those candidates selected to move forward in the recruitment process will be contacted. No agencies please. **Please note this position is open only to persons who are authorized to reside and work in Canada.**