



ADAPTABILITIES
CREATING SUCCESS FOR LIFE

AdaptAbilities is a registered charity that provides an essential service to individuals with special needs and their families. Our unique programs promote positive self-care and well-being, empowering individuals to grow, succeed and belong. We are looking for dedicated professionals who share this vision to join our team. This is an opportunity to make a difference, supporting individuals to be a part of their community.

Human Resources Assistant

Purpose

AdaptAbilities is seeking an enthusiastic individual to fulfill the role of Human Resources Assistant. This position requires flexibility, adaptability and an interest in all aspects of HR. Candidates must exhibit strong organizational skills, a desire to work in a fast-paced environment, and a passion for the creation of a safe, caring and community-enriched life for the individuals/families who hire us.

Key Functions

- Assist in the recruitment and selection of volunteers, administrative and front-line staff
- Participate in the administration of onboarding processes for all new employees
- Provide first point of contact support for AdaptAbilities' employees and volunteers
- Sign up and maintenance of all employee training and certifications
- Preparation and organization of all HR related documentation
- Provide recommendations for improvement of HR related policies and procedures
- Generate and edit required HR related reports
- Participate in career fairs and other AdaptAbilities' events
- Provide HR Administrative Support to the Human Resources Department

Qualifications

- Diploma/Certificate in business, human resources
- One year of Human Resource functions such as; Full cycle recruiting, Volunteer/ Practicum student placement, new hire onboarding experience
- Experience working in a non-profit organization is an asset
- Knowledge of standard HR practices and Employment Standards preferred
- Strong oral and written communication skills; able to interact effectively, and in a professional, tactful manner with stakeholders, employees and senior management
- Candidate must be an analytical thinker who is able to analyze, interpret, present and act upon data and trends
- Able to work in a fast paced environment, must be able to multi-task and comfortable working in teams
- Strong computer and database application skills and proficiency with spreadsheets (Excel, Power Point, Word)

Working Conditions

This is a permanent full-time position. Working hours are Monday to Friday, 8:00 am - 4:30 pm.

Compensation Package

Adaptabilities offers a competitive salary and an attractive health and dental benefit package, paid personal days, RRSP matching and a health spending account

Deadline: February 15, 2019

E-mail resume quoting position title in the subject line to: employment@adaptabilities.ca

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