



Muslim Community Services

HUMAN RESOURCES OFFICER

INTERNAL & EXTERNAL POSTING

Position: Full Time **Working Hours:** 35 per week - **Location:** Peel Region

Muslim Community Services (MCS) is a group of diverse professionals dedicated to enhancing newcomer community engagement. Our agency was established in 1987 as a nonprofit organization to serve and work with newcomers to facilitate their settlement and integration into Canada. We offer a wide range of services and learning opportunities to connect newcomers to a better future in the ever changing Canadian society. If you are a hardworking professional and have the ability to perform under pressure than you can be a part of this dynamic organization.

RESPONSIBILITIES

- Manage full cycle recruitment (drafting job descriptions, pre-screening, interviewing, conducting references)
- Responsible for all HRIS and payroll administration, including change of status, employee movements and biweekly payroll reports
- Resolve employee relations issues, provide guidance to managers on interpersonal conflicts and conduct workplace investigations in response to internal/external complaints
- Chair the quarterly Joint Health and Safety Committee meetings and conduct monthly workplace inspections. Administer WSIB and incident reports, write meeting minutes and ensure proper documentation.
- Manage the Leave of Absence and Return to Work process, including accommodation requests
- Resolve regular HRIS and minor IT problems, troubleshoot and escalate as needed
- Track and report on various metrics (payroll, entitlements, headcount, attendance)
- Conduct onboarding of new hires, and coordinate other MCS training/professional development sessions and events
- Administer the group benefit plan and provide answers to any employee inquiries
- Implement and maintain HR policies, programs and strategies consistent with organizational mission and philosophy
- Conduct research on external trends and benchmarks, as well as keep up with legislation and market changes
- Support with HR/MCS communications, proposals/applications, program operations as well as participate in special projects as needed
- Manage the Annual Performance Evaluations process as well as the Canada Summer Program
- Participate in monthly and bimonthly meetings
- Any other related duties complementary to the job
- Reports to Executive Director or his/her designate

QUALIFICATIONS/SKILLS

- Post-secondary education in Human Resources Management or an equivalent combination of education and minimum 2 years of Generalist experience. CHRP/CHRL candidate is preferred
- Understanding of not-for-profit and settlement services sector is an asset
- Knowledge of employment laws, employee relations practices and HR disciplines
- Strong influencing and negotiating skills to present alternatives, resolve conflicts and minimize high-risk situations and the ability to quickly establish credibility
- High integrity with the ability to deal with confidential, sensitive information with a high degree of professionalism
- Well organized, team player who is able to take initiative, manage change, prioritize, multi-task and meet deadlines with minimal supervision
- Expert in MS Office and familiar with Social Media outlets (Facebook, Twitter, Instagram)
- Flexible to work evenings or weekends if and when required
- Police Record Check for Vulnerable Sector is required at your own expense
- Must own vehicle and a valid driver's license, and liability insurance that covers your vehicle to be used for job related travelling as and when needed.

This is a full time contract position until March 31st, 2020

**Please mail, fax or email resume along with a cover letter referencing
MCS- JC-155-HR Officer to:**

Human Resources Department
Muslim Community Services
197 County Court Blvd, Suite 303
Brampton, ON L6W 4P6
Fax: 905-874-6100
Email: hr@mcsservices.org

MCS is an equal opportunity employer that promotes the principles of diversity and equity, and adheres to the tenets of the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Accommodations are available upon request; all requests must be made to the HR department in advance.

(WE THANK YOU FOR APPLYING. ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED)