

Human Resources Officer



EXCLUDED – ONE YEAR TERM POSITION COMMENCING OCTOBER 24, 2022
COMPETITION #22-72

DUTIES AND RESPONSIBILITIES

Holland College is seeking a highly organized, customer service oriented Human Resources Professional to join the HR team. Responsible for a variety of Human Resources duties and responsibilities, the successful candidate will:

- Co-ordinate and administer the recruitment, selection and placement activities for the College ensuring all Collective Agreements, Terms and Conditions of employment, ISO policies, procedures and practices are followed.
- Develop strong working relationships with internal stakeholders to aid in human resource planning.
- Participate in the job classification process, including the development and revision, maintenance of job descriptions and recommendation of appropriate classifications.
- Support managers and employees by providing guidance on the interpretation and application of the various collective agreements and terms and conditions of employment.
- Process payrolls in a timely/accurate manner (new hires, status/position changes, rate changes and employee terminations) while ensuring adherence to the various collective agreements, terms/conditions of employment and other relevant legislation.
- Audit payroll data ensuring continuing, term and casual employees have accurate salary, hours, vacation pay and financial codes.
- Prepare and verify reports such as year-end pensionable earnings, salary adjustment reports, etc.
- Update the HRIS system with relevant employee information as required.
- Provide guidance to new employees including onboarding activities.
- Ensure confidential employee records are documented and maintained.
- Performs other related duties as requested.

QUALIFICATIONS

- Post-Secondary education in Business and/or Human Resources coupled with a minimum of three (3) years of experience in human resources, in a unionized environment, including demonstrated experience in recruitment, payroll, labor relations, administration and interpretation of collective agreements, and human resources information systems (HRIS).
- Proficient computer skills including use of spreadsheets and database software applications.
- Experience working with payroll principles and procedures, employment legislation and collective agreements.
- Ability to process numerical data rapidly with meticulous attention to detail.
- Strong and tactful communication (verbal/written), organizational and multitasking skills.
- Dependable with proven ability to work accurately and efficiently under pressure and deadlines.
- Must handle confidential information with the highest level of discretion.
- Ability and willingness to work in a team environment.
- CPHR is considered an asset.

WHY WORK FOR US?

Staff is recognized as being integral to the success of Holland College, our learners, and our community. We are dedicated to staff success, both personally and professionally.

HOW TO APPLY

Please submit your resume, cover letter, and three references by email, quoting the competition number 22-72

Human Resources

t: 902.629.4226

f: 902.566.9608

careers@hollandcollege.com

Only those selected for an interview will be contacted.

MORE DETAILS

SALARY: commensurate with experience and qualifications (\$28.48/hr. – \$33.53/hr.; 37.5 hours per week)

We offer a comprehensive benefit program.

DEADLINE: Applications will be accepted until **October 2, 2022.**

Proof of credentials or equivalencies from accredited regional or federal post-secondary institutions and/or their foreign equivalents will be required at the time of job offer.

Equal opportunity will be given to applicants of diverse backgrounds, Holland College welcomes applications from individuals with marginalized identities and accommodations are available on request for candidates taking part in all aspects of the selection process. In accordance with Canadian immigration requirements, all qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. In keeping with the terms and provisions of the College's various employment and collective agreements, priority may be given to internal candidates.