



## HUMAN RESOURCES & PAYROLL ASSISTANT Part-time

Family Transition Place (FTP) is working to raise respect and eliminate violence in the community by providing shelter and counselling to women who have experienced gender-based violence and their children and delivering skill-building violence prevention workshops to youth and adults in Caledon and Dufferin.

We are seeking a part time Human Resources & Payroll Assistant to support the agency's business operations by providing human resources and payroll assistance.

### Responsibilities:

#### Personnel

- Draft employee contracts, employment letters and 'new hire' packages
- Ensure the completion of appropriate documentation during the 'onboarding process'
- Introduce HR Policies and Procedures to new employees
- Assist in the review and update of HR Policies and Procedures and Employee Handbook
- Coordinate completion of 'off-boarding process'
- Develop/optimize the use of the electronic HR platform

#### Payroll and Employee Benefits

- Review the bi-weekly processing of in-house payroll, payment of payroll taxes, and Records of Employment
- Maintain monthly Group Insurance Benefits billing spreadsheet and prepare program expense allocations
- Provide Group Insurance Benefits support to employees
- Coordinate and administer the annual salary increase process (budget and actuals)
- Administer employee programs

### Qualifications:

- Completion of post-secondary education in a related discipline
- A minimum of two years of Human Resources/Payroll administration experience
- Ability to complete work with a high degree of accuracy and timeliness
- Strong organizational skills
- Ability to multi task and manage competing priorities
- Effective and clear oral, written, listening and telephone communication skills
- Ability to work both cooperatively as a team member and independently
- Proof of COVID-19 vaccination
- Vulnerable Sector Police Clearance Certificate
- Valid driver's license and insurance

### Hours of Work:

- Alternating 2 days and 3 days per week, Monday–Friday
- Average of 17.5 hours per week

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20 Bredin Parkway, Orangeville, Ontario L9W 4Z9 tel 519-942-4122 fax 519-942-8243  
www.familytransitionplace.ca Charity BN: 107376378RR0001





The successful candidate will join a compassionate, caring and forward-thinking team of professionals. Our steadfast feminist and family-first approach guides the work we do. We are committed to ensuring that FTP continues to boast strong staff retention and satisfaction through consistent collaboration, communication, skills and culture development opportunities throughout our organization.

Our commitment to our internal agency values of compassion, respect, inclusion, continuous learning and integrity is unwavering, and we are striving to create a culture rooted in inclusiveness. We are committed to unlearning biases and working towards undoing systemic racism and oppression towards, Black, Indigenous, People of Colour, 2SLGBTQ+ and all marginalized identities.

We are focused on innovation and enhancement of our services for our clients; we are equally focused on creating a workplace that 'works' for our staff. We are deeply proud of the culture we have developed, and the staff who continue to help us shape it. We'd love to have you join us!

FTP is dedicated to achieving a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates. We thank all applicants, however, only candidates selected for an interview will be contacted.

**Please forward your resume by noon on Wednesday, March 23, 2022 to:**

**[jobapplication@familytransitionplace.ca](mailto:jobapplication@familytransitionplace.ca)**

**Fax: 519-942-8243**

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