

HUMAN RESOURCES ADMINISTRATOR

JOB DESCRIPTION

Vision Truck Group is searching for an individual with drive and determination to support the Human Resources and Health & Safety program for our multi branch company. The Human Resource Administrator role will support various programs through daily HR, Benefits, Pension, and Health and Safety administration, policies, procedures and training.

The successful candidate will have a general knowledge of Human Resources and general administration. The ideal candidate will be professional in their approach, a team builder, self-motivated, pays attention to details, and is able to take the initiative while working independently.

DUTIES AND RESPONSIBILITIES

- Ensure company policies and procedures are in line with the Occupational Health and Safety Act and Ministry of Labour Guidelines
- Benefit and Pension Plan administration
- Respond to employee inquiries regarding policies and procedures, benefits and pension
- Manage all employee absence and WSIB cases and Return to Work programs
- Maintain Occupational Health and Safety programs, including leading the Joint Health and Safety Committee
- Maintain accurate employee records (personnel files, benefits information)
- Produce and submit reports on general HR activity
- Document and track disciplinary action
- Respond to internal and external HR related inquiries or requests
- Other duties and responsibilities as required

QUALIFICATIONS

- Post secondary education is encouraged
- First aid certification would be considered an asset
- A working knowledge of employment legislation: employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act
- Familiarity with Human Resources issues and practices
- Attention to detail
- Strong skills in Microsoft Office
- Strong organizational skills with the ability to prioritize tasks

Qualified applicants are invited to submit their resume in confidence to:

tbrenton@visiontruckgroup.com

NO AGENCIES PLEASE



- Excellent interpersonal and communication skills (both written and verbal)
- Ability to function in a busy, open work environment
- Professional in their approach
- Self-motivated
- Ability to handle data with confidentiality
- Must hold a valid driver's license

JOB TYPE

Full-time, Permanent

BENEFITS

- Company Pension
- Dental care
- Disability insurance
- Extended health care
- Life insurance
- On-site parking

SCHEDULE

Day Shift, Monday to Friday

WORK LOCATION

In person

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