



*LOFT Community Services is a unique and dynamic organization helping people with complex challenges turn their lives around and recover their dignity and independence. Since 1953, LOFT has worked with people living with complicated issues that include mental and physical health, substance abuse, poverty and homelessness. LOFT serves those most in need by offering them the safety and stability of housing and the practical support they need to regain their dignity and take control of their lives.*

## **Human Resources Generalist**

### **Full Time Permanent**

LOFT Community Services is seeking a dynamic and qualified HR Generalist to join their team. This person will support their HR function by providing operational and strategic services to management and employees that reflects the organization's goals and missions.

In this role, you will operate as the first point of contact to Directors and Managers providing support on company policies, performance management, compliance, and HR best practices. You will also conduct administrative duties in the processing of payroll changes, leaves of absence, WSIB, terminations, and employee paperwork. You will track and consolidate data for HR reporting to senior management. You will also assist in HR projects and activities including development of HR policy, investigations, and workflow processes.

Reporting to the Director, HR, this role requires an ability to work independently to juggle both day-to-day administration and consultations with front line managers to provide advice. Excellent attention to detail is required for tracking documents in both their HRIS and Payroll system, along with manual record keeping.

LOFT offers a positive and supportive team environment where you can grow your career, knowledge, and expertise through this position.

### **QUALIFICATIONS**

- At least three (3) years working in a true HR generalist position, CHRP is an asset;
- Strong understanding and knowledge of Human Resources Management processes/policies and best practice;
- Sound knowledge of Ontario employment legislation including the Employment Standards Act and the principles and practices of standard payroll functions;
- Works effectively and reliably under pressure, adaptable to change;
- Proficiency with Microsoft Office Suite to create spreadsheets, generate reports, statistics, and letters;
- Strong leadership, organizational and administrative skills, with the ability to multi-task, set priorities, and meet deadlines;
- Exceptional communication skills and an ability to build strong trusting relationships.

### **HOW TO APPLY**

To indicate your interest in this position, please submit your cover letter and resume to [loft@hrassociates.ca](mailto:loft@hrassociates.ca) by July 26<sup>th</sup>, 2019. Resumes will be screened on a rolling basis. For more information about the position or if you require an accessibility accommodation, please contact Luciana Da Silva at 416-237-1500 x266.

*LOFT Community Services is committed to reflecting and responding to the diversity of the service users and communities we serve. Applications are encouraged which reflect diversity in culture, race, sexual orientation, gender identity and experience that reflects the clients that we serve.*

