

**External Job Posting:**

**HRIS File Management Administrator**

**AGENCY OVERVIEW:**

Carizon Family and Community Services is a not-for-profit that specializes in helping families when life is touch. This includes programs within children's mental health, youth engagement and development, family violence services, individual and family counselling, parental support and education, credit counselling, workplace resilience, settlement support and community wellness.

**POSITION OVERVIEW:**

As Carizon implements a new HRIS system, the HRIS File Management Administrator is responsible for assisting the HRIS implementation project team with arranging meetings, taking minutes and general administrative support. The HRIS File Management Administrator will also be responsible for digitizing all active employee files.

This is a full-time (35 hours/week) six month contract position that is anticipated to end March 2020.

**RESPONSIBILITIES:**

- Act as a part of the HRIS implementation project team, arrange meetings, take minutes and general administrative project support as required.
- Attend project meetings and team meetings.
- Digitizing all active employee files; Scan & save documents with privacy, integrity and confidentiality.
- Fully understand and manage the file management process for all functions with in the HRIS.
- Upload active personnel file documents to HRIS.
- HR data entry as Carizon transitions to the newly implemented HRIS.
- HR team administrative support.
- Other HR file management projects as required.

**REQUIRED CREDENTIALS:**

- 1-2 years administrative experience, preferably in an HR capacity
- Strong communications skills and attention to detail
- Working knowledge of Microsoft office programs and general computer skills
- Experience with an HRIS an asset
- Effective and efficient with data entry
- Team player & ability to problem solve

**HOW TO APPLY:**

Interested applicants are invited to submit their resume (in confidence), before 4:00 p.m. on the last day of this posting to: Human Resources via email: [hr@carizon.ca](mailto:hr@carizon.ca), quoting the competition number in the cover letter and email subject line. *We request that candidates please send their cover letter and resume together as one combined document (Word.doc, PDF etc.).*

*\*Carizon is an equal opportunity employer and supports workforce diversity. At Carizon, we believe that diversity enriches our performance, clients, services offered, the communities where we live and work, and the lives of our employees. Should you require accommodation during the recruitment process, please contact Human Resources (hr@carizon.ca). While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.*

<b><u>SALARY:</u></b> Salary Grade 2 \$16.15 to \$18.84/hour	<b><u>STATUS:</u></b> Contract Full-time	<b><u>COMPETITION NUMBER:</u></b> 60-19 (NUC-58)
<b><u>LOCATION:</u></b> Kitchener/Waterloo	<b><u>HOURS OF WORK:</u></b> 35 hrs/week	<b><u>POSTING PERIOD:</u></b> September 6-16, 2019
<b><u>EMPLOYEE GROUP:</u></b> Non- Union	<b><u>SCHEDULE:</u></b> Days, Monday to Friday	<b><u>START DATE:</u></b> ASAP