

HUMAN RESOURCES CLERK

POSITION SUMMARY:

Acting as a team player, the Human Resources Clerk will assist the Human Resources (HR) team with the administrative duties of the HR department.

WHAT YOU'LL DO:

- Maintain employee records and HRIS using sound document control practices with the utmost confidentiality and accuracy
- Updating website and company intranet HR pages
- Pulling ad hoc reports
- Fielding employee inquiries
- Assisting HR Generalist with recruitment and orientation tasks such as: gathering signatures for hire requisitions, prepping job postings, updating the website/intranet, scheduling interviews, assisting with reference checks and hire checklist tasks, employee badges/access
- Compile resources for employee wellness newsletter
- Coordinate announcements for staff hires and departures
- Benefits administration
- Data Entry and tracking
 - HR and Board Metrics
 - Success management
 - Contract expiry
 - Training
 - HRIS
- Assisting JHSC committee with administrative tasks
- Other clerical duties as assigned

MUST- HAVES:

- Minimum one-year college certificate in human resources or related business field.
- Proven attention to detail with the ability to provide exceptional service.
- High-level ability to communicate with the English language in both written and spoken form.
- Demonstrated ability to work in a diverse environment.
- Proven team player, highly flexible and motivated.
- Ability to maintain utmost confidentiality.
- Critical thinker.
- Demonstrate strong administrative skills and workload/project prioritization.

Company: TransForm
Shared Service
Organization

Location: Chatham, ON

Posting Period: April 28,
2021 to May 05, 2021
closed at 4:00pm

Employment Type:
Temporary, Full-Time until
March 31, 2022

Benefits: Pension and
more. Visit our [website](#) for
more details

Scope: Internal & External

Conditions: Current
business reference
checks, vulnerable sector
police clearance, and
immunization medical
clearance



- Proficient with MS Word, Excel, PowerPoint & Outlook.
- Efficient organizational abilities.
- Proactive and takes initiative.

WE VALUE:

- Minimum of one year experience in an administrative role demonstrating the ability of tact, diplomacy and discretion.

OTHER CONDITIONS:

- Minimal exposure to disagreeable conditions typical of an office position: exposed to stress and pressure associated with multiple priorities and deadlines
- Must be able to travel within the Southwestern Ontario area, when required
- Must be able to work evenings and weekends, when required

ABOUT US:

TransForm Shared Service Organization, a non-profit, unique, innovative, results-driven organization founded by hospitals in the Erie St. Clair region. Our services include: information technology and information management support, sourcing and contract management, purchasing and logistics services, as well as project management. Our Mission is to deliver exceptional service and create new innovative ways to support the health system by enhancing value and improving patient outcomes. If you are service oriented, dedicated to exceeding performance expectations and interested in reaching your full potential, TransForm is for you! We welcome and appreciate your interest in our organization.

Want to know more about TransForm? Visit our [website!](#)

TEAM BEHAVIOURS:

Collaboration

Accountability

Teamwork

Respect

HOW TO APPLY:

- ✓ Please email a copy of your cover letter and resume to HR@transformssso.ca.
- ✓ Reference the job and where you found the job posting in the subject line of the email.

TransForm is an equal opportunity employer and is committed to fair and accessible employment practices that attract and retain employees. Upon request, accommodations for disabilities will be provided to support participation in all aspects of the recruitment process.

By applying to this position, you are confirming you possess a Canadian citizenship or a permanent resident status or work permit.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

TransForm is currently not accepting applications or solicitation from recruitment agencies. Thank you for your cooperation.

STAY CONNECTED TO US:

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TransForm Shared Service Organization Job Posting