

**Job Identification**

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**Job Title:** Human Resources Administrator  
**Division:** Bailey Metal Products Limited – Concord  
**Department:** Human Resources  
**Reports To:** Corporate Human Resources Manager

**Job Purpose Summary**

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The Human Resources Administrator will be responsible for providing administrative support to the day-to-day operations of the Human Resources Department of Corporate Head Office. The incumbent will assist with the development and implementation of policy, recruitment, orientation and training, benefits, and other areas as directed. This position will provide effective HR support services to the organization to achieve the organization goals and objectives.

**Responsibilities and Accountabilities**

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The responsibilities and accountabilities of the position include but are not limited to the following:

- Support Corporate HR department with all administrative and transactional HR related functions.
- Assist with all functions of the recruitment cycle. This includes documenting position descriptions, creating job postings, tracking applicants, screening resumes, verifying credentials as required and preparing new hire documentation.
- Respond to internal and external HR related inquiries from employees, department managers, and other parties.
- Maintain accurate and comprehensive employee records.
- Prepare paperwork needed to create new employee profile and place new employees on payroll.
- Assist with new employee HR and HS orientation and training.
- Assist with benefits administration as required.
- Provide assistance in monitoring employee Performance Management process.
- Assist with the development of HR and HS policies and procedures.
- Distribute HR policies, procedures and memorandums to the appropriate individuals, divisions, or departments across the organization.
- Help to ensure corporate wide compliance with HR policies, procedures and applicable regulations.
- Assist with HR training and development initiatives and programs.
- Assist with the corporate newsletter.
- Assist the Corporate Health and Safety Manager in the investigation of work related accidents.
- Participate as a member on the Joint Health & Safety Committee.
- Report all incidents and assist with investigations and ensure implementation of all recommendations.
- Assist with employee recognition initiatives
- Participates in the administration of orientation and onboarding processes for all new employees. Maintains orientation records
- Draft general forms, letters, reports, and memos as necessary.
- Participate on Social Committee and assist with planning and executing events.
- Participate in the Company's quarterly inventory count.

- Present a positive and professional image to all visitors, suppliers, inquiries, and other interactions.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Understand, support and adhere to the company's health and safety policies, programs and procedures by communicating and promoting health and safety awareness to coworkers and subordinates.
- Other responsibilities and accountabilities as assigned.

### **Qualifications**

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- 1-2 years of HR related experience.
- College Diploma/Certificate in Human Resources Administration or equivalent.
- Proficient working knowledge of Microsoft Office with a strong focus on Excel.
- Excellent written and verbal communication.
- Strong interpersonal skills.
- Demonstrated ability to maintain confidentiality.
- Must have a valid driver's license.

### **Working Conditions**

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- Overtime as required