

HR Administrator

[Apply Now](#)

Company: Aplin

Location: United States

Category: other-general

Location: Toronto, ON, Canada Job Type: Contract Date: 7/13/2022 Job ID:

GJ486447713 Category: Office Professionals

Join a top employer and advance your career. David Aplin Group has partnered with a Toronto, ON-based company to hire an HR Administrator.

Please note, that this role is fully on-site.

This will be a 3-month contract to start with the potential for an extension and to go permanent.

Benefits & Perks:

Compensation: \$25 to \$28 an hour

Mon to Fri 9 am to 5 pm (35 hours a week)

Responsibilities:

Providing administrative and clerical support in a full range of HR services including recruitment, benefits, payroll, and health and safety

Scheduling, coordinating, and confirming appointments, interviews, meetings, seminars, and training sessions

Preparing and posting job advertisements, screening resumes and coordinating interviews

Supporting the onboarding of new employees to ensure a positive experience

Preparing new employee files, collecting all relevant employee information, and ensuring background and reference checks are completed

Maintaining current HR files and databases updating and maintaining employee benefits, employment status, and similar records

Assisting with, planning, and/or coordinating work events such as employee engagement, training, etc.

Collecting, verifying, and submitting agency timesheets and invoices.

Support other HR functions as assigned

Qualifications:

A degree or Diploma in Human Resources of Business is an asset

Must have over 6 months of experience in a similar role

Must be proficient in MS Office including Excel

Job ID: GJ486447713

If you are interested in this position and meet the qualifications, apply today! We thank all applicants; however, only those who are authorized to work in Canada or are selected for an interview will be contacted.

David Aplin Group, one of Canada's Best Managed Companies, is an employment agency specializing in finding top talent for exceptional organizations across North America. There are no fees to apply to our jobs or engage with our recruiters to find a new career. Companies hire us to help them grow their teams. Visit our website to learn more:

[Apply Now](#)

Cross References and Citations:

1. **HR Administrator LuxembourgjobsJobs United States Luxembourgjobs** ↗
2. **HR Administrator PandajobsJobs United States Pandajobs** ↗
3. **HR Administrator Productmanagementjobs Jobs United States Productmanagementjobs** ↗
4. **HR Administrator Pilotjobsnearme Jobs United States Pilotjobsnearme** ↗
5. **HR Administrator Sqljobs Jobs United States Sqljobs** ↗
6. **HR Administrator GardeningjobsJobs United States Gardeningjobs** ↗
7. **HR Administrator Birminghamjobs Jobs United States Birminghamjobs** ↗
8. **HR Administrator Seekingjobs Jobs United States Seekingjobs** ↗
9. **HR Administrator Cloudjobsnearme Jobs United States Cloudjobsnearme** ↗
10. **HR Administrator Graduatejobsnearme Jobs United States Graduatejobsnearme** ↗
11. **HR Administrator CounselorjobsJobs United States Counselorjobs** ↗
12. **HR Administrator DominicanrepublicjobsJobs United States Dominicanrepublicjobs** ↗
13. **HR Administrator Minneapolisjobs Jobs United States Minneapolisjobs** ↗
14. **HR Administrator Algeriajobs Jobs United States Algeriajobs** ↗
15. **HR Administrator ForestjobsJobs United States Forestjobs** ↗
16. **HR Administrator Wowjobs Jobs United States Wowjobs** ↗
17. **HR Administrator LaboratoryjobsJobs United States Laboratoryjobs** ↗
18. **HR Administrator NewyorkjobsJobs United States Newyorkjobs** ↗
19. **Hr administrator Jobs United states** ↗
20. **AMP Version of Hr administrator** ↗

21. **Hr administrator United states Jobs** ↗
22. **Hr administrator JobsUnited states** ↗
23. **Hr administrator Job Search** ↗
24. **Hr administrator Search** ↗
25. **Hr administrator Find Jobs** ↗

Source: <https://us.expertini.com/jobs/job/hr-administrator-united-states-aplin-0260aa35fc/>

Generated on: 2024-05-01 by Expertini.Com