FUNCTION:
The Human Resources Associate will provide support in the day to day operational requirements of the Human Resources unit. He / She will be responsible for maintaining Human Resource (HR) records, wherever such records are stored, whether physically and/or via the HRIS. In addition to managing the HR database, the HR Associate will assist with the onboarding of new employees as well with basic HR-related matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintains personal files of current employees (and past, as required) with up-to-date information. To the extent that data is stored on the HRIS, assist with the input of data / information on the employee database and provide analysis of and reports on same.

Provides overall support to the Human Resource administrative process via such functions as preparing forms and reports, composing standard correspondence (e.g. letters and memos).

Prepares vacancy related advertisements for posting to the website and newspapers, screens applications and arranges interviews, and otherwise contributes to on-going recruitment efforts as needed.

Conduct background verification exercises through correspondence with references as well as verification of education listing.

Maintains human resources records by, for example, maintaining applications, résumés, and applicant (active and inactive) logs.

Ensures that the administrative procedures for onboarding / enrollment and confirmation of new employees are completed. These include, but are not limited to, preparation of contracts, completion of enrollment forms / documents and enlisting employees on to benefit programs as authorized.

Assist in explaining and providing information on employee benefits.

Assist in arranging orientation for new employees as well as with the development and dissemination of new-hire training material as guided.

Assists with ensuring that job letters, leave applications and other HR administrative requests are processed in a timely manner. The HR Associate also responds to HR related queries in a timely manner.
**Prepares** type written correspondence, reports, proposals and memoranda.

**Performs** stock management and accountability exercises in the management of stocks under the purview of the Human Resources unit.

**Maintains** manager and employee confidence by keeping human resources information confidential.

**Mitigates** employee relation issues by conducting all duties in accordance with company policy and procedure.

**Contributes continually** to departmental efforts to streamline HR processes and improve internal policy.

*The above duties and responsibility statements identify specific duties necessary to attain CARDI’s overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.*

**JOB REQUIREMENTS:**
- Highly proficient with Word, Excel and Outlook.
- Ability to maintain employee confidentiality.
- Superior attention to detail, with excellent organizational skills.
- Ability to multitask and work with minimal supervision.
- Excellent verbal and written communication skills.
- Friendly and professional demeanour.
- High Emotional Intelligence quotient.

**REPORTING RELATIONSHIPS** : Reports to the head of the Human Resources unit.

**PRINCIPAL ORGANISATIONAL RELATIONSHIPS:**

- **Internal** : All departments within the Organisation
- **External** : Business organisations, and Agencies associated with CARDI.

**EXPERIENCE** : At least two years’ experience in the conduct of general human resource administrative functions.

**QUALIFICATIONS** : A Bachelor’s degree in Human Resource Management, Organizational Leadership or Business Management, with at least a dedicated Human Resource Management minor. Certificate in Industrial Relations will be an asset.

Signature of Employee: .................................................................  Date: .................................

Signature of Manager/Supervisor: ..................................................  Date: .................................