

Human Resources Administrator – 4 month contract

Holland Landing, Ontario

About Us

Inscope is a design enabler. We have been saying Yes since 1888 with a versatile portfolio of systems, storage and wall products that are adaptable and built to last. With care and consideration, and more than a century of expertise, our philosophy is to always do what we can to say Yes.

The Role

The Human Resources Administrator will provide a full range of administrative support to the Human Resources Team. The Human Resources Administrator reports to the Talent Acquisition Specialist. The working conditions are approximately 90% office and 10% factory.

Primary Tasks & Responsibilities

- Assist Human Resources team members in the administration of recruitment, training, health & safety and payroll.
- Act as a first point of contact for Human Resources inquiries from Inscope employees.
- Maintain the HRIS and employee files with all updates and changes.
- Respond to general inquiries related to Human Resources.
- Assist and/or provide backup for Human Resources team members as necessary, including payroll.
- Manage corporate communications, ensuring best practices are being adhered to and communications are meeting business needs.
- Oversee the performance of Corporate Rewards & Recognition programs, including organizing all milestone celebrations.
- Responsible for organizing and administering all new hire orientation programs.
- Ensure employee files (electronic and paper-based) are effectively maintained, up-to-date, and accurate and comply with all quality standards.
- Facilitate the Joint Health & Safety Committee functions, which include: JHSC Meeting and Inspection scheduling, preparing JHSC Meeting Minutes, updating JHSC Action Trackers, assist with Accident Investigations, Equipment Process Change Forms, and Hazard Reporting.
- Maintain the first aid room by collecting first aid reports, completing inventory and replacing any necessary items as well as preparing the first aid schedule.
- Prepare and track all supervisor Safety Talks and Weekly Supervisor Safety Audits.
- Coordinate Inscope's Workplace Hazardous Material Information System program.
- Report on the Monthly Health and Safety Frequency and Severity
- Coordinate all legislative health and safety training sessions with third party training providers as required.
- Perform any other duties as assigned.

Knowledge, Skills, Abilities & Education

- University degree in Human Resources Management, or other related discipline combined with a diploma or certificate in Human Resources Management
- 1-3 years Human Resources experience
- Proficiency with Microsoft suite, HRIS experience
- Strong written and verbal communication skills
- Excellent customer service skills
- Ability to maintain confidentiality

If you have the qualifications for the above position and are interested in joining a team oriented progressive company with excellent benefits, please submit your resume for consideration to careers@inscapesolutions.com.

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

**Inscape values employment equity and is an equal opportunity employer.
Inscape will provide reasonable accommodation to applicants with disabilities.**