

## **WORKPLACE SAFETY AND PREVENTION SERVICES**

**JOB TITLE:** People and Culture (P&C) Administrator  
**POSITION OPENINGS:** 1  
**LOCATION:** **Currently fully remote** - Head Office roles can be performed from home or our well-appointed Mississauga office.

### **Role Purpose:**

Reporting to the Manager, People & Culture Operations, the P&C Coordinator ensures the smooth and effective functioning of the administrative aspects of the People & Culture team.

### **Responsibilities**

#### **1. General Administration**

- Continually look for improvements to P&C administrative processes
- Maintain the regular annual calendar of P&C activities and communications (vacation reminders, start of year information, public holiday schedule updates, etc.)
- Initiate the updating and renewal of P&C policies
- Oversee the notification process as it relates to all employee changes (new hires, departures, role changes)
- Update the internal organization charts
- Set up P&C team monthly meetings, and follow up on agenda items
- Maintain and send employee survey reminders and invitations (exit, onboarding)
- Support the coordination of the annual employee engagement survey process
- Prepare employment confirmation letters
- Collect information and create quarterly HR Committee of the Board reports
- Track specific information for reporting purposes
- General administration of the benefit and pension plans including retiree benefit coordination

#### **2. Recruitment Support**

- Post new vacancies
- Ensure approvals are received and maintained
- Draft job offers
- Organize references
- Collect needed new hire information

#### **3. Federal Security clearance forms and process:**

- Support the security clearance process for federally regulated work

#### **4. Systems Administration**

- Update employee information in a variety of P&C systems (examples include the learning management system and LinkedIn Learning).

#### **5. Financial Administration**

- Contracts – oversee the renewal and close out of P&C vendor agreements
- Process invoices for payment (LinkedIn, recruiters, other) on a timely basis
- Review budget versus actual spend monthly, investigate gaps and rectify discrepancies

## 6. Other administrative and coordination duties as assigned.

### Requirements:

- College diploma in Business Administration or related field
- Previous coordination and administration experience in an environment involving sensitive and detailed information
- Previous exposure to a Human Resources function would be helpful but is not mandatory
- Proven experience improving administrative processes using technology and a desire to continuously improve our processes
- Approachable, responsive, and service oriented to internal and external customers
- Positive mindset, team orientation
- Strong critical thinking skills
- Diligent, attention to detail and accurate with information
- Discrete and committed to maintaining complete confidentiality
- Strong writing and communication skills
- Strength at administering, using and learning new systems and platforms (HR database, learning management system, applicant tracking system, and others)
- Microsoft Office 365: Teams, Excel, PowerPoint, MS Word skills
- Ability to handle multiple demands on a regular basis, prioritization skills
- Ability to undergo a Federal Security clearance in order to process and oversee employee clearance applications
- Applicants will be required to provide an original criminal background check at their own expense prior to commencing work with WSPS. The criminal record check document must have been issued no more than 30 days prior to first day of employment.

### Additional Requirements:

- WSPS offers flexible work arrangements. Head Office roles can be performed from home or our well-appointed Mississauga office. Candidates are required to reside in the province of Ontario, maintain a private and safe workspace and have a high-quality internet connection.

## APPLICANT INFORMATION

**Deadline for Application:** March 6, 2023 by 11:59pm EST

Applications are to be forwarded to: [careers@wsps.ca](mailto:careers@wsps.ca)

**Complete application will include:** Cover letter & Resume referencing the job title in the subject line

WSPS is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, WSPS will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

We thank all those that apply, however, only those selected for further consideration will be contacted.