

Job Title:	HR ASSISTANT TRAINEE	Travel Required:	No
Location:	Toronto Head Office	Position Type:	Full Time- Contract
Reports to:	Manager, People Operations	Posting Expires:	March 12th, 2021

Organizational Overview:

Aboriginal Legal Services (ALS) was established February 21, 1990. ALS was formed following a needs assessment by the Native Canadian Centre of Toronto. With approximately 75 dedicated employees, Aboriginal Legal Services is headquartered in Toronto and operates nearly a dozen satellite offices across Ontario. Over the years, ALS has become a nationally recognized leader in the development of Indigenous-led justice programming and in test-case litigation. Indigenous people require equitable treatment in the justice and access to legal and related resources. Understanding the criminal justice system and options within it is important. This includes advocacy in all areas of the law, as well as alternatives with the potential to break the cycle of recidivism and dependency. Alternatives are more effective when community-controlled and based on the traditional norms and values of the Indigenous community.

Position Summary:

HR Assistant Trainee supports the Manager, People Operations with general HR administrative duties as well as health and safety initiatives. This position will provide support the work of HR department by performing a variety of tasks. Primary duties will be to collect, manage, file all data pertaining to staff, and assisting in recruiting, hiring, and training.

Duties and responsibilities

- Posting job vacancies on ALS website and reaching out to different platforms to post job advertisements;
- Screening all incoming resumes and scheduling interviews with hiring managers;
- Facilitates and coordinates all administrative aspects of recruiting and onboarding such as creating offer letters;
- processing new hire paperwork, and tracking onboarding progress;
- Maintain employee files and records and general administration;
- Add employee information to HRIS system or master lists of addresses, birthdays, and office address rosters;
- Create accounts for the new employees on HRIS system and 4S training System;
- Responsible to ensure that employees are enrolled in the benefits program;
- Assist in managing electronic timekeeping systems or manually collecting and reviewing timesheets;
- Communicate changes of information to the Legal Receptionist so that necessary changes are made;
- Maintain various data listings, including but not limited to (job descriptions, turnover, etc.);
- Generates standard daily, weekly and monthly reports. (i.e. new hires, terminations, headcount, benefits, training, performance reviews etc.);
- Complete monthly reports for Miziwe Biik trainee positions;
- Schedule JHSC meetings and maintain minutes and records;
- Assist in tracking and maintaining inventory of health and safety equipment and supplies;
- Prepare weekly and monthly reports for management;
- Act as a back-up receptionist when required (Please refer to receptionist profile to see full responsibilities);
- Research and coordinate wellness programs;

- Other duties as requested;

Qualifications

- Must be registered with Miziwe Biik and working with an Employment Counsellor;
- Must reside within the GTA;
- Knowledge of Aboriginal community and issues;
- Superior organizational skills and attention to detail;
- Able to manage multiple tasks and projects effectively;
- Excellent interpersonal skills with ability to interact and communicate with diverse community members and employees;
- Experience using MS Office (Excel, Word, Email);
- Excellent communication, collaboration and problem solving skills;

To apply:

To apply to this job posting please submit your cover letter and resume with “HR Assistant Trainee” in the subject line to **hrgeneral@aboriginallegal.ca** or fax it to (416)408-1568 by no later than **5 pm on Friday March 12th, 2021**.

Aboriginal Legal Services is an equal opportunity organization committed to diversity and inclusion. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome and encourage applications from all qualified applicants. Accommodations for persons with disabilities required during the recruitment process are available upon request. To request accommodation, please email Nazaninn@aboriginallegal.ca. We would like to thank all applicants for their interest but only those selected for an interview will be contacted.