



HR Assistant (Contract)

MCIS Language Solutions is a not-for-profit social enterprise providing language interpretation, translation, transcription, skills testing and training services. We work with over 5,000 language professionals serving over 800 clients with 300+ languages. We are committed to our vision of connecting people globally through language. This is your opportunity to add value to a fast growing organization with a productive work culture.

VISION | To connect people globally through languages.

MISSION | To improve access to critical information and services through high quality language solutions.

VALUES | Respect, Quality, Collaboration, Accountability and Learning

Directly reporting to the HR Generalist, the HR Assistant is essential in implementation and coordination of internal people processes of the organization, including but not limited to: recruitment, performance management, attendance management, and staff training, etc. The HR Assistant provides the support required to ensure smooth day-to-day operation.

This is a full-time position on a one (1) year contract. The expected start date is June 1, 2021.

DUTIES AND RESPONSIBILITIES

The HR Assistant role is comprised of two (2) main activities as follows:

Human Resources

- **HR Policies and Procedures**
 - Assist in the creation of organization policies and practices as instructed by the HR Generalist;
 - Identify gaps and update HR policies and procedures in order to be in compliance with different standards;
 - Aid in the implementation of human resources policies, procedures and practices;
 - Aid in the review of MCIS policies on a bi-annual basis;
 - Provide guidance on policies, procedures, laws, standards and regulations; and
 - Participate in JHSC as part of MCIS compliance to health and safety regulations.

- **Recruitment and Selection**
 - Coordinate and participate in the recruitment process by preparing ads, screening applications, conducting interviews, and completing reference checks;
 - Assist in shaping recruitment efforts to ensure they are aligned with diversity, equity and inclusion principles;
 - Use creative methods to source candidates through social media, referrals, networking, job boards etc.;
 - Develop a strong employment brand that supports the organization's growth strategies;
 - Manage and maintain good relationships with employment agencies, colleges and universities;
 - Track and input recruitment data/status into databases; and
 - Prepare reports on recruitment progress and the effectiveness of recruitment activities to HR Generalist on a regular basis.



- Onboarding and Off-boarding
 - Manage and conduct the onboarding process such as new employee orientations, with the aim of encouraging positive attitudes to company objectives and facilitating employee adjustment to the new duties, as well as completing the required administrative documents;
 - Coordinate with managers, IT and the Finance Departments to ensure a smooth transition for both incoming and departing employee and the organization, as well as mitigate the risks of those transitions;
 - Arrange and conduct exit interviews with the departing employee; and
 - Coordinate the in-person lending and return of MCIS equipment.
- Performance Management
 - Input and verify performance goals in the system in preparation of performance review cycles.
- Employee Attendance Support
 - Maintain records of employee attendance, leaves and overtime to calculate pay and benefit entitlements, using manual or computerized systems; and
 - Process vacation and sick time requests on the Attendance Management System.
- Staff Training
 - Coordinate and administer training programs for all the departments, as required; and
 - Maintain and update records of attendees and all documentation related to trainings.
- HR Reporting/Data Management
 - Assist in creation of the HR Dashboard as requested by the HR Generalist, on a bi-annual basis;
 - Maintain employee personnel files, ensuring they are up to date and complete with all required documents; and
 - Maintain and update HR Share folders.
- Staff Engagement
 - Actively support the delivery of employee engagement initiatives (e.g. Employee Learning Program, etc.); and
 - Interact with all levels of employees in a positive manner.
- Participate in other HR Projects and initiatives as needed.

Administration

- Continually track employees who work from the office and any equipment that is borrowed from MCIS;
- Provide day-to-day administrative support to the HR Generalist;
- Provide general administrative and/or analytical support including preparation of announcements, creation of minutes, and document distribution;
- Work with the Office Assistant to provide other administrative support to the staff so as to maintain and enhance the efficient day-to-day operation of the office;



- Serve as back-up for Office Assistant and manage/re-direct emails to the respective recipients/departments received from the info@mcis.on.ca inbox.

Any other duties that are assigned that are reasonably within the scope of this position.

EMPLOYMENT REQUIREMENTS

- Excellent English proficiency, both written and spoken;
- Excellent interpersonal skills with a positive attitude;
- Team player, able to deal effectively with a diverse range of people;
- Able to exercise discretion and confidentiality;
- Good analytical skills with attention to detail;
- Problem-solving and resourcefulness skills needed;
- Data management;
- Demonstrated aptitude for continuous learning and innovative thinking;
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook); and
- Working knowledge of current legislation, human resources practices, procedures and policies.

EDUCATION

- The HR Assistant must have a general post-secondary education (university degree/college diploma) in Human Resources, or a combination of experience and training;
- Knowledge of HR regulations, and policies & procedures, may be required; and
- Working towards a CHRP designation is considered an asset.

CLOSING DATE: Tuesday, April 27, 2021.

Qualified applicants are invited to submit a cover letter and resume with salary expectation to Kathleen.tran@mcis.on.ca no later than **5:00 pm, Tuesday, April 27, 2021.**

Accommodations for job applicants with disabilities are available on request.