



*Human Resources Administrator
Full-time Permanent
Toronto/Ohsweken, Hybrid
Annual Salary Range: \$58,441 - \$73,052
Closing Date: September 30, 2026*

Making a lasting impact. Work with purpose.

Join one of Canada's Top 10 Charities of Impact. Indspire is a national Indigenous charity that invests in the education of First Nations, Inuit, and Métis students, empowering individuals, strengthening communities, and building a stronger country for all.

Indspire is seeking a Human Resources Administrator to join our Human Resources team. Reporting to the Manager, Human Resources, the HR Administrator provides administrative and operational support across key HR functions, including recruitment, onboarding and offboarding, HRIS administration, employee records, training coordination, policy administration, and employee engagement.

The HR Administrator helps ensure HR processes are delivered efficiently, accurately, and consistently while supporting a positive employee experience. The role provides timely support to employees, managers, and the HR team, maintains accurate and confidential records, and helps streamline day-to-day HR operations. With strong organizational and customer service skills, the HR Administrator contributes to effective HR practices and a positive workplace culture.

Key Responsibilities

In this role, you'll be:

Recruitment

- Supporting recruitment activities, including job postings, interview scheduling, candidate communications, and recruitment documentation.
- Coordinating reference and background checks in accordance with organizational procedures.
- Preparing employment offers, contracts, and pre-employment documentation as directed.
- Coordinating pre-employment requirements and maintaining accurate recruitment records.

- Ensuring recruitment documentation is maintained in accordance with internal procedures and privacy requirements.

Onboarding, Offboarding & Employee Integration

- Coordinating onboarding and offboarding activities, documentation, and administrative requirements.
- Preparing and maintaining new hire and termination documentation and checklists.
- Coordinating new employee orientation and required onboarding activities.
- Monitoring probationary periods and providing reminders to managers regarding upcoming deadlines.
- Tracking contract end dates, renewals, and other key employment milestones.
- Coordinating exit documentation and supporting exit interviews, where applicable.

HR Administration & Employee Records

- Maintaining accurate and confidential employee records in the HRIS and electronic personnel files.
- Processing documentation related to new hires, employee changes, leaves, transfers, promotions, and terminations.
- Ensuring HRIS information is accurate and up to date.
- Tracking key HR dates, including probationary periods, contract renewals, performance reviews, and vacation entitlements.
- Maintaining current job descriptions, organizational charts, and HR documentation.
- Preparing employment letters, forms, reports, and other HR correspondence.
- Responding to routine employee and manager inquiries and escalating complex or sensitive matters as appropriate.
- Supporting pension and benefits administration, as required.

Policy, Compliance & Employee Relations Support

- Supporting the implementation, administration, and review of HR policies, procedures, and guidelines.
- Assisting with the consistent application of HR policies and procedures.
- Supporting employee relations and performance management processes through documentation and administrative coordination.
- Participating in job evaluation initiatives and maintaining related records.
- Assisting with HR compliance activities and maintaining required records.
- Providing administrative support to the Joint Health and Safety Committee, as required.

Learning & Development

- Coordinating logistics for employee training, orientation, and professional development activities.

- Scheduling training sessions and coordinating materials, facilities, and communications.
- Maintaining employee training and certification records in the LMS and/or HRIS.
- Supporting mandatory training and employee development initiatives.
- Assisting with tracking training participation and outcomes.

General Support

- Providing responsive and professional support to employees, managers, and external stakeholders while maintaining confidentiality and sound judgment.
- Supporting employee engagement, recognition, wellness, events, surveys, and other HR initiatives.
- Assisting with HR projects, audits, surveys, reporting, process improvements, and the preparation of HR letters, reports, and other documents.
- Demonstrating respect for Indigenous cultures, traditions, communities, and perspectives, and performing other related duties as assigned by the Manager, Human Resources.

Qualifications

- Diploma or degree in Human Resources, Business Administration, or a related field.
- Minimum two (2) years of experience in human resources, preferably in an HR administration or coordination role.
- Experience supporting recruitment, onboarding, employee records, HRIS administration, and other HR processes.
- CHRP designation or progress toward a CHRP designation is an asset.
- Experience working in an Indigenous organization or community environment is an asset.
- Demonstrated cultural awareness, respect, and openness to learning.
- Strong communication, interpersonal, and client service skills.
- Excellent organizational skills and attention to detail, with the ability to manage multiple priorities.
- Proficiency with Microsoft Office Suite and HR technology, including HRIS, ATS, and/or LMS platforms.
- Ability to work independently and collaboratively.
- Sound judgment and demonstrated ability to maintain confidentiality when handling sensitive information.
- Knowledge of applicable employment standards, privacy requirements, and HR practices is an asset.

What We Offer

- A competitive benefits and pension plan.

- 3 weeks' vacation with paid personal and sick days as well as additional holiday closings.
- A supportive hybrid work environment (three days per week in office).
- A passionate, dedicated team culture.
- Opportunities for professional growth and cultural learning.
- The chance to make a real and lasting difference in the lives of Indigenous students.

How to Apply

To apply, please visit:

<https://indspire.applytojobs.ca/hr/50899>

Indspire is committed to ensuring an equal opportunity and barrier-free recruitment process. Accommodation is available to all applicants upon request. Please contact us via email at hr@indspire.ca.

Please note that this employer uses artificial intelligence tools to assist in screening and assessing applicants for this publicly advertised position.

To learn more about Indspire, visit <https://indspire.ca>

Deadline for Applications: September 30, 2026, at 5:00 pm EST