**As the Human Resources Generalist, you will be the first point of contact for HR, providing support to the HR Manager in developing and implementing HR processes, systems, and policies in line with legislative and reporting requirements. Other responsibilities include assisting with all aspects of human resources management to ensure the effective use of manpower and resources across the GRETI organization.**

**Human Resources Generalist  
One (1) Year Maternity Contract**

**The Human Resources Generalist shall posses the following skills: accountability, teamwork, excellent communication, as well as problem solving and conflict resolution. In addition to these skills you must posses the following qualifications:**

**Qualifications:**

* **Diploma/Degree in Human Resources Management, Business/Office Administration, or a related discipline**
* **One (1) to three (3) years of experience in Human Resources field**

**If you have a strong desire to help promote and enhance GRETI’s workplace through policies, procedures and legislation adherence, tell us who you are by submitting the following:**

1. **Cover letter stating how you meet the demands of this position**
2. **Up to Date Resume highlighting your qualifications, and**
3. **Three (3) work related references (letters not required)**

**Please submit a covering letter and resume that demonstrates how you meet the requirements, GRETI cannot make assumptions about your education and experience. We thank all those who apply.**

**Mission Statement:** GRETI’s mission statement “Eyagoyadagenha – Helping the People” We create pathways to wellness and prosperity through employment and training.

**Applications may be submitted to: Human Resources, P.O Box 69, Sunrise Court, Ohsweken, Ontario N0A 1M0**

Applications may also be faxed and emailed to [**kristen@gretisn.org**](mailto:kristen@gretisn.org) or **Fax (519) 445-4777** this job posting will remain open until position is filled.

*GRETI is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you are contacted by GRETI regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. All information received in relation to accommodation will be kept confidential. based on the need to provide professional services, only those applicants meeting the minimum qualifications will be contacted for an interview.*

|  |  |
| --- | --- |
| **Job Title:** | Human Resources Generalist |
| **Location:** | Grand River Employment and Training Inc. (GRETI) |
| **Reports To:** | Human Resources Manager |

**A. PURPOSE**

The **HR Generalist** is responsible for being the first point of contact of Human Resources and provides human resources support to the HR Manager including but not limited to the development and implementation of HR processes, systems and policies ensuring relevant legislative and reporting requirements are met. The HR Generalist provides assistance to the HR Manager and GRETI organization with all aspects of Human Resources Management to ensure the effective use of manpower and resources in the smooth operation of the GRETI organization. The HR Generalist acts as the Health and Safety Coordinator on behalf of GRETI Management working with the Joint Health and Safety Committee to promote a healthy, safe work environment.

**B. CORE COMPETENCIES**

|  |  |
| --- | --- |
| * Planning & Organization * Self-Motivated * Communication | * Conflict Resolution * Critical Thinking * Teamwork |

**C. QUALIFICATIONS**

The Human Resources Generalist shall possess a Diploma/Degree in Human Resources Management, Business/Office Administration, or a related discipline with one (1) to three (3) years of experience in Human Resources Field

**Knowledge**

* Knowledgeable of federal & provincial legislation & regulations related to human resources
* Strong knowledge of office procedures & practices

**Skills**

* High level of integrity, confidentially, & accountability
* Sound analytical thinking, planning, & prioritization
* Ability to respond appropriately in pressure situations

**FOR A COMPLETE COPY OF THE JOB DESCRIPTION, PLEASE CONTACT HUMAND RESOURCES at kristen@gretisn.org, please allow 24 hours for a return e-mail or call (519) 445-2222 ext. 3113.**