

## POSITION DESCRIPTION

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<b>Title:</b>	<b>Specialist Human Resources</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Immediate supervisor:</b>	<b>Manager Human Resources</b>

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### CORE ACCOUNTABILITY

This position works closely with and reports directly to the Manager Human Resources. In this position the incumbent must have a strong work ethic and be able to play a trusted role in a team environment. This position is responsible for employee payroll and assisting with recruitment and onboarding of personnel, health & wellness initiatives, and the Human Resources Information Systems.

### MAJOR RESPONSIBILITIES

1. Preparation of the confidential employee payroll using the automated Dayforce Ceridian Payroll System.
2. Assist in the recruitment, onboarding, and management of personnel.
3. Assist in developing and implementing HR policies, programs, and initiatives.
4. Participate in health and wellness committees and activities.
5. Ensure legal compliance is met with respect to all relevant Employment Legislation.
6. Participation in careers fairs and events promoting Vestcor's Employee Value Proposition.
7. Departmental resource/assistant.
8. Perform other functional related tasks required by the Manager Human Resources.

### COMPETENCY PROFILE

1. Payroll Compliance Professional (PCP) designation.
2. Post secondary education, Certificate or Diploma in a related field of Human Resources or a combination of education and three (3) to five (5) years human resource experience.
3. Chartered Professional in Human Resources (CPHR) designation is desirable.
4. Team player, strong interpersonal, presentation and communication skills.
5. Strong initiative, time management, organizational skills.
6. Ability to handle sensitive/confidential information and situations.
7. Written and spoken competence in English is required and French would be considered an asset.