



SBCI

School Boards' Co-operative Inc.

Human Resources Associate – Contract position until December 31, 2025, with the possibility of becoming permanent

Who are we?

For Ontario school boards that wish to improve efficiencies, decrease their costs, and mitigate the negative impacts of absenteeism, SBCI – a member-owned not-for-profit co-operative – provides expert actuarial, attendance, health and safety, and workers' compensation consulting services. Through our industry-leading knowledge and collaborative approach, we work to make schools safer, healthier, and more productive.

We are currently seeking a qualified candidate to fill a Human Resources Associate position.

This is a full-time position, 5 days per week, 7 hours per day. Hybrid and Remote work opportunities available.

Position Summary:

Reporting to the Director of Human Resources and Administrative Services, this role requires a broad range of knowledge of Human Resources, employment law, as well as general administrative responsibilities. The successful candidate will work autonomously and as part of a team.

The successful candidate's duties will include all aspects of Human Resources operations. This includes, but is not limited to recruitment, payroll, benefits and pension administration, policy and procedures, performance management, employee relations, Health & Safety and wellness programming as well as coordinating other key human resources initiatives.

Key Responsibilities:

- Maintain highly confidential personnel records
- Support in coordination of all aspects of recruitment including posting job advertisement, screening, interviewing, hiring and selection, preparing job offers etc.
- Support in coordination, participate and deliver new hire orientation functions including new hire orientation sessions, on-boarding schedules, new hire packages, HRIS and benefit onboarding.
- Payroll, benefits, and pension administration
- Maintain all leave records within the HRIS system and provide clear communication and accurate instruction to Payroll
- Prepare and uphold HR policies and procedures that meet company standards as well as employment legislation
- Disability management including providing support during leave periods, documentation and RTW, as required.
- Assist in developing and delivering the Human Resources Strategic Plan
- Provide guidance and counsel regarding HR and employment issues, as needed

- Ensure that employee relations matters are resolved/addressed quickly and effectively
- Other Human Resource related duties and tasks, as required

Key Skills and Experience:

- Diploma/Degree in Human Resources or equivalent degree is required
- Certified Human Resources Professional (CHRP) designation preferred
- 3+ years of experience in Human Resources, or similar is required
- Must be well versed in the *Human Rights Code, Employment Standards Act, Ontario Labour Code and Health & Safety Act*
- Experience with Ceridian Dayforce or similar HRIS is a significant asset
- Experience with Microsoft Office Suite is required
- Excellent written and verbal communication skills
- Adaptable, highly organized and possess a high level of emotional intelligence
- Approachable and collaborative demeanor, ability to carry out all duties in a professional and tactful manner
- Licence and vehicle or ability to commute to the head office

Candidates are welcome to apply by submitting a cover letter and resume by e-mail to careers@sbc.org.

This position will be open until filled

The annual salary range for this position is \$77,883 – \$91,642

We offer our employees:

- Competitive compensation and benefits package
- OMERS pension plan (matched by employer)
- An inclusive, team-oriented culture
- Team, group and organization-wide activities (virtual and in-person)
- Flexible hybrid work with home office/remote work opportunities available
- Reduced summer work hours
- Continued professional development opportunities and tuition assistance.
- Peer-to-peer Recognition Program
- Free onsite parking at the office
- Wellness programming
- Employee Assistance (and Family) Programs (EAP/EAFP)
- Physical activity tracker program and challenges
- Paid time off (Vacation, Sick, Personal days, and bereavement)

Aspects of the interview process will be completed virtually.

SBCI is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment. Reasonable accommodations are available upon request for all candidates taking part in all aspects of the recruitment and selection process.