



Ottawa Humane Society Job Description

Job Title:	Coordinator: Human Resources and Payroll
Reports to:	Manager: Human Resources

JOB PURPOSE

The Coordinator: Human Resources and Payroll is responsible for providing human resources support to the Ottawa Humane Society (OHS).

DUTIES AND RESPONSIBILITIES

- Ensure HRIS database accuracy and integrity
- Assist with employee recruitment and orientation
- Track employee training and development
- Track employee recognition programs
- Track entitlement to progression and other wage and salary adjustments as required to assist payroll
- Prepare reports as required
- Prepare and enter payroll records and other duties in the absence of the Coordinator: Payroll and Human Resources
- Provide clerical and other support in the area of human resources
- Complete other departmental duties as required
- Support the activities of coworkers, volunteers, students and work placements and provide orientation and training as required
- Be thoroughly familiar with pertinent legislation, regulations, guidelines, OHS policies, procedures, and collective agreement
- Produce and maintain accurate reports, records, and files
- Participate in supervision, evaluation, training and other meetings as required
- Participate in the identification and evaluation of OHS program goals and objectives
- Participate in professional development opportunities
- Represent the OHS in a professional manner
- Participate in public relations and promotional activities as required
- May be required to assume some responsibilities of Attendant: Administration


QUALIFICATIONS

- A diploma or certificate in payroll administration is preferred
- CHRP designation is an asset
- A minimum of 2 years relevant experience
- Experience with HRIS and payroll systems

- Experience with ADP Workforce Now is strongly preferred
- Proficiency in Microsoft Office Suite
- Professional working proficiency in spoken and written English is required

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employee may be required to work occasional evening, and weekend shifts
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

Approved by:	
Date approved:	July 2022
Last reviewed:	