



**Position:** Human Resources Assistant  
**Term:** 1-Year Contract  
**Location:** Toronto, Ontario, Canada  
**Reporting to:** Human Resources Manager

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in urban design, real estate development, and leading technology infrastructure. Working with the community, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

---

### **The Opportunity: Human Resources Assistant**

Waterfront Toronto is seeking a Human Resources Assistant to provide human resources and administrative support to the HR department and all levels of staff. The Human Resources Assistant will ensure the confidentiality, safety and security of all human resources related information, while assisting with recruitment efforts, leave management records, office administration, and a range of other HR matters in support of the human resources department.

### **Key Responsibilities:**

- Providing support and administrative services for the HR department including scheduling meetings, note taking, and maintaining files and records.
- Supporting recruitment efforts through posting jobs, screening resumes, scheduling and coordinating meetings and interviews, and conducting reference checks.
- Responding to inquiries for the HR department for all staff and/or directing/escalating accordingly.
- Supporting the onboarding and offboarding processes as needed.
- Preparing correspondence such as employment confirmation letters for staff as required.
- Maintaining leave management records for all staff, assisting with the go-live of an HRIS and providing ongoing HR support of an HRIS.
- Office administration duties including coordinating access passes for all staff and visitors, maintaining emergency contact listing for staff, and distributing keys for office furniture.
- Maintaining and updating all organization charts.
- Assisting with other projects and deliverables to support the human resources department and administrative team including but not limited to learning and development, diversity, equity and inclusion initiatives, and performance management.

### **Skills and Qualifications:**

- Post-secondary degree or diploma in Human Resource Management, Business Administration, or other related program.
- Experience working in human resources field, including coordinating recruitment.

- Thorough working knowledge of human resources policies, programs, and applicable legislation, including but not limited to: Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act, and Accessibility for Ontarians with Disabilities Act.
- Excellent interpersonal, written and verbal communications skills.
- Strong organization skills and excellent attention to detail.
- Certified Human Resources Professional (CHRP) designation or in pursuit of the same will be considered an asset.
- Experience with HR Information Systems and Applicant Tracking Systems will be considered an asset.

**Salary:** We offer a competitive salary.

### **Other Considerations:**

During this time, Waterfront Toronto is operating in a hybrid work environment with employees currently required to work in the office three days a week, for collaboration and engagement purposes. Our office is located in Downtown Toronto at **251 Queens Quay East**. Employees have the option to work remotely for the remainder of the week. This is subject to change by the Corporation.

### **Application Process:**

Candidates should email their resume and cover letter, together in one (1) PDF document to: [careers@waterfronttoronto.ca](mailto:careers@waterfronttoronto.ca), quoting **File #24-04**, by **Sunday, January 28, 2024**.

Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

*Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities Act, 2005 (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs, up to the point of undue hardship.*