



## **HR & Payroll Manager**

Kayla's Children Centre, a non-profit charitable organization, is looking to hire a full-time **HR (Human Resources) Manager**. Our mission is to provide high-quality, cutting-edge educational, therapeutic, and recreational programs for infants, children and teens with special needs, and to assist their families by offering support and respite.

The right candidate will have a strong work ethic and will be organized and efficient. They will also enjoy working as part of a goal-oriented and cohesive team in support of KCC's mission. Reporting to the Director of Finance, this individual will provide professional and proactive HR support on the full employment life cycle, in a truly rewarding and meaningful capacity while working as part of a growing administrative team.

### **Responsibilities**

- Administer semi-monthly payroll, compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities
- Ensure compliance with labor regulations

### **Requirements**

- Proven experience as an HR Manager or Generalist with at least two years in a company with 100+ employees
- Understanding of general human resources policies and procedures
- Excellent knowledge of employment/labor laws
- Outstanding knowledge of MS Office and HRIS systems (Ceridian Powerpay & Dayforce)
- Excellent communication and people skills
- Aptitude in problem-solving
- HR training (CHRL/ CHRM) preferred

**Job details:**

- On-site, full-time, with flexibility to work remotely as required.
- Competitive salary commensurate with experience
- Extended health and dental benefits
- Full-time, Permanent

**Benefits:**

- Extended health & dental care
- Paid time off
- RRSP match