

# Human Resources Specialist (NOC 11200)

**Posted By:** Accion Labs Canada Inc

**Location:** North York

**Salary:** \$80000 Per Year

**JOB ID :** RJ2088347

**Posting Date :** 20-Mar-2025

**Expiry date :** 16-Sep-2025

**Education :** Bachelor's degree

**Language :** English

**Vacancies :** 1

**Years of Experience :** 2 years

**Job Type :** Full Time

## Job Description

Job Title: HR Specialist (NOC 11200)

Location: 5775 Yonge Street, Unit 1202, North York, ON M2M 4J1

Salary: CAD \$80,000

Employment Type: Permanent Full Time

Experience: Minimum 2-3 years

Education: Bachelor's degree or equivalent experience

Work Mode: On-site

Work Setting: Information technology (IT) consulting

Area of specialization: Human Resources

Health Benefits: Dental Benefits, Disability Benefits, Health Care Plan

Financial Benefits: Bonus, Life insurance, RRSP

Other Benefits: DPSP, 2 Weeks of Vacation

Email: [accionlabscanada@accionlabs.com](mailto:accionlabscanada@accionlabs.com)

**Key Responsibilities:**

- Administer employee records and perform key HR functions through Unity, ensuring accurate and up-to-date information.
- Organize employee engagement activities, events, and initiatives to foster a positive work environment.
- Manage the entire onboarding to offboarding process, including conducting new hire orientations through Embark.
- Assist in creating and updating HR policies and procedures to align with company goals and ensure regulatory compliance.
- Coordinate immigration cases through the Envoy system, managing work permit applications and ensuring legal compliance.
- Administer Amber (inFeedo.ai) to gather real-time employee feedback and improve engagement.
- Prepare HR reports and data-driven insights to support strategic decision-making and workforce planning.
- Provide guidance on HR, immigration, and policy inquiries to employees and management.
- Support payroll, salary structures, and benefits programs.
- Coordinate employee training programs to meet business objectives and support career development.
- Ensure compliance with labor laws, health and safety regulations, and industry standards.
- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Plan, develop, implement and evaluate human resources policies and program

Establish and implement policies and procedures

- Administer benefit employment equity and other human resources programs
  - Co-ordinate employee performance and appraisal programs Manage training and development strategies
  - Oversee the analysis of employee data and information
  - Oversee the preparation of reports
  - Respond to employee questions and complaints. Organize staff consultation and grievance procedure
- Propose improvements to methods, systems and procedures

#### **Required Skills:**

1. Bachelor's degree or post-secondary diploma in Human Resources Management, Business Administration, or a related field is recommended.
2. Minimum 2-3 years of experience in HR or a related field, with proven expertise in HR operations,
3. Proficiency in HR tools and systems (e.g., Unity, inFeedo.ai, Paylocity, Embark) and a strong understanding of industry regulations.
4. Thorough knowledge of employment laws and regulations.
5. Strong integrity, professionalism, and confidentiality in handling sensitive information.
6. Excellent organizational, communication, and prioritization skills, with high attention to detail.

#### **Additional information**

Work conditions and physical capabilities

Ability to work independently Fast-paced environment Attention to detail

Own tools/equipment

Cellular phone

#### **Personal suitability**

Excellent oral communication Excellent written communication Flexibility

Judgement Organized Team player

Efficient interpersonal skills Reliability

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [accionlabscanada@accionlabs.com](mailto:accionlabscanada@accionlabs.com)**

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