



**Carefirst Seniors & Community Services Association** is a non-profit charitable community services agency established since 1976. Our spectrum of services has grown from the delivery of Chinese meals-on-wheels service to a full range of community support services, covering the whole Greater Toronto Area, and the York Region.

With a staff of 500 members (including full-time and part-time staff) and the help of a pool of 1,200 active volunteers, we serve over 7,000 clients a year, including seniors and the physically disabled; 1,500 of whom are "home-bound" and frail.

We are currently seeking a **Human Resources Assistant** to join our Human Resources team.

### Responsibilities

- Assist with administration of day-to-day operations of the Human Resources department's functions and duties
- Assist with recruitment functions as required, including job posting, screening, interview arrangement, preparing employment contracts, and on-boarding
- Administer employee benefits
- Coordinate the Canada Summer Job Program for students
- Database maintenance and management; process & keep employee records updated in a timely manner
- Assist in researching information and in updating Human Resources policies, procedures, and processes
- Respond to telephone/email inquiries from all levels of staff, government and external organizations
- Assist in special departmental projects
- Assist in other Human Resources tasks, including and not limited to reference checking, taking meeting minutes, staff training, and off-boarding processing

### Requirements

- Diploma in Human Resources Management or Business Administration preferred
- Knowledge of Human Resources operation
- Self-motivated and disciplined
- Superior organizational and time management skills; ability to prioritize tasks
- Excellent interpersonal and communication skills (verbal and written)
- Excellent customer service ability
- Ability to work independently and as part of a team
- Strong computer literacy, high degree of proficiency in Microsoft Office and HRIS
- Fluent in English; fluency in Cantonese or Mandarin an asset
- A valid vulnerable sector police record check completed within one year

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We are an equal opportunity employer. We are also committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange a reasonable and appropriate accommodation.

While we thank all candidates for their interest, only those selected for an interview will be contacted.

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Please send your cover letter and résumé to:

The Hiring Committee, Carefirst Seniors & Community Services Association  
300 Silver Star Blvd | Scarborough | ON | M1V 0G2  
Email: [hr\(at\)carefirstontario\(dot\)ca](mailto:hr(at)carefirstontario(dot)ca)  
Fax: (416) 502-2382