



Bilingual Human Resources Administrator- Mississauga

Here we grow again!

Do you enjoy being part of a dynamic team where you'll be able to showcase your HR skills and abilities; and apply your knowledge? Would you like to expand your HR knowledge? Are you looking for a career in an industry that is like no other? If you answered YES to these questions, then keep reading! Reporting to the fabulous Human Resources Director (that's me!), you will play a role in day-to-day activities including HRIS responsibilities, general inquiries, benefits and administrative tasks.

Key Aspects of the Role

Responsibilities

1. HRIS Administration
 - Manage and update the Ultipro HRIS system, ensuring accuracy and efficiency in data entry, reporting, and process automation.
2. Ticketing System Management
 - Oversee the department's ticket tracking system, ensuring requests and issues are logged, tracked, and resolved in a timely manner.
3. Administrative Tasks
 - Handle day-to-day HR operations such as filing, photocopying, drafting letters, and maintaining / updating internal documents.
4. General Inquiries
 - Serve as the first point of contact for HR-related queries, providing accurate and helpful information to employees.
5. Compliance and Policies
 - Ensure adherence to all company policies and employment laws/regulations, contributing to a legally compliant and fair workplace.
6. Benefits Administration
 - Manage health, dental, and vision benefits, addressing employee needs and liaising with providers as necessary.
7. Professional Communication
 - Maintain clear and professional communication channels with both internal team members and external stakeholders.
8. Additional HR Support
 - Take on related tasks as needed to support the HR team and Human Resources Director in achieving departmental goals.

Essential Qualifications

- Education: A degree or diploma in Human Resources from a recognized institution.
- Experience: At least 1 year of relevant HR experience in a similar role, demonstrating hands-on exposure to HR functions.



- Knowledge of Employment Law: Familiarity with labor laws across all Canadian provinces, which suggests dealing with compliance for a distributed or national workforce.
- Skills: Interpersonal and Communication Skills: The ability to communicate with empathy and professionalism.
- Adaptability: Multitasking and working accurately under pressure in a dynamic environment.
- Technical Proficiency: Hands-on experience with HR Information Systems (e.g. Ultipro is advantageous) and Microsoft Office Suite.
- Language Skills: Bilingual (French and English) to support communications in Canada's dual-language work environments.

Other Requirements

- Integrity and Legal Compliance: Ability to pass a criminal background check and adhere to non-solicitation policies.
- Assessment Participation: Must take personality and cognitive tests to demonstrate alignment with the company's expectations.
- Work Eligibility: Legally able to work in Canada without sponsorship.

What's in it for YOU?

We value our employees and are committed to supporting their personal and professional growth. Here's what you can expect as part of our team:

- **Competitive Base Salary** - We offer a market-aligned base salary to recognize your skills and experience
- **Pension Plan** - Secure your future with our employer-supported pension plan.
- **Comprehensive Health Benefits** – Including health, dental, vision, life Insurance coverage
- **Stock Purchasing Plan** – Invest in your future with the opportunity to purchase company stock.
- **Dependent Education Allowance Program** – Support for your dependents' educational expenses.
- **Career Advancement Opportunities** – We're committed to helping you grow and advance within the company.
- **Referral bonuses**
- **And more!**

Join us and be a part of a supportive team that values your contributions, growth, and well-being!

How to apply:

Please send your resume to HR_personnel@orkincanada.com

Orkin Canada is an equal opportunity employer and is committed to employment equity. Accommodations are available on request for candidates taking part in all aspects of the selection process