

Employment Opportunity

<p>Job Title: HR Administrative Support</p>	<p>Date Posted: June 26, 2026</p>	<p>Reports to: Sr. Manager, Human Resources</p>
<p>Job Posting # Admin-HR-010/2026-27</p>	<p>Date Closed: Open Till Filled</p>	<p>Position Type: Full time (New position)</p>

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community-based not-for-profit, charitable organization. PCHS has been fulfilling the needs of diverse populations for 35 years by providing services in the areas of addictions, mental health, geriatric care, health promotion, domestic violence, parenting, settlement, and services for women, children, and youth. PCHS has several research studies to its credit and is recognized as an innovative organization for community development, as well as for its Integrated Holistic Service Delivery Model. PCHS is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) International and Imagine Canada.

Why Work at PCHS:

- 3 weeks' paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service
- 7 days' paid Personal Time
- Comprehensive Benefits package (wellness benefits)
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Free on-site parking
- Hybrid work model* (contingent on nature of work and location)

About the Position:

We are seeking an **HR Administrative Support** professional to join our team. This position provides essential support to the Human Resources department by handling administrative tasks related to employee records management, onboarding/offboarding, benefits coordination, reporting, and general HR functions. The ideal candidate will have a strong administrative background, be detail-oriented and organized, and possess a tech-savvy mindset at the entry level. They will closely work to support the HR-Finance functions within the organization.

Qualifications and Skills :

- Post-secondary education in HR, Business administration or related field
- One to two years of experience in HR administration
- Combination of education and experience in a related field.
- Prior experience in the non-profit sector is an asset
- Advanced proficiency in Microsoft Office Suite (Excel, Word, Outlook)
- Excellent organizational and time-management skills
- Strong attention to detail and accuracy is required

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- Ability to maintain strict confidentiality and handle sensitive information
- Strong communication and interpersonal skills, and the ability to present information to a variety of stakeholders, including internal and external members.
- Experience with HRIS ADP Workforce Now is an asset
- Understanding of Ontario's employment legislation, AODA, Human Rights Code and payroll processes
- Ability to work independently as well as in a team and manage a flexible workload, including occasional evenings or weekends
- Able to work in a fast-paced environment, managing tight timelines
- Knowledge of Microsoft SharePoint is an asset

Requirements:

- Possess a valid Ontario Driver's License and access to a vehicle
- A satisfactory current Police check-Vulnerable sector
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are encouraged

Key Responsibilities (but not limited to):

- Maintain and update employee records and personnel files (digital and physical).
- Assist in recruitment activities, including job postings, screening, scheduling interviews, correspondence, and background checks.
- Support new hire onboarding processes: document collection, orientation scheduling, and system access setup.
- Support with offboarding processes, including exits and coordination.
- Manage the main HR email query and triage emails accordingly.
- Coordinate training sessions, track attendance, and update training records and materials.
- Maintain confidentiality and ensure compliance with internal policies and labour regulations.
- Draft HR correspondence, including memos, updates, and staff announcements
- Maintain HRIS records and support with new hire processes and training platforms
- Provide general clerical and administrative support to the HR department
- Prepare and distribute HR related policies, reports and documents as needed
- Assist with internal communications and employee engagement initiatives
- Support with audits, data collection, and special HR projects.
- Support the HR department in health and safety activities such as workplace inspections, health and safety reports and documentation.
- Other related duties as assigned

Hours: Full-time, 37.5 hours per week
(Some evenings and weekends work is required)

Annual Salary: \$45,000-\$48,000

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Position to commence: July 2026

Please submit your resume to the Hiring Committee at hr@pchs4u.com

Please add **Job Posting # Admin-HR-010/2026-27** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

Equity, Diversity, Inclusion Statement: *PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at hr@pchs4u.com*

Use of AI: *We use an applicant tracking system (ATS) to organize applications and improve efficiency. Every application is comprehensively reviewed by our recruitment team to ensure a thorough assessment of your experience, skills, and potential. AI is not used to make hiring decisions.*

Disclaimer: *PCHS only posts jobs on verified platforms and **never** requires candidates to pay fees. To apply safely, please send your resume directly to hr@pchs4u.com. Do not submit personal information through any other website or link.*