



## JOB POSTING

### **HUMAN RESOURCES ADMINISTRATOR**

**Alexandria Moulding is nestled in the Township of North Glengarry.** Alexandria is a unique and vibrant community situated in a strategic location and possessing an enviable quality of life, which is reflected its rural and small-town character and is enhanced by a commitment to preserving its agricultural and natural resources, its historical and cultural heritage, and its quality municipal services.

**Alexandria** is situated in between Ottawa and Montreal and 35 minutes for the Canada/US border.

**Alexandria Moulding**, a division of US Lumber, is a customer focused manufacturer and distributor of quality mouldings and related millwork products for both Canadian and U.S. residential housing markets. Alexandria strives to be the best in class at developing and bringing to market value-add products and services.

The Human Resources Administrator is responsible for providing a broad variety of administrative and support services to the HR Department. Reporting to the Human Resources Manager, the HR Administrator will generate accurate statistical reports and documents, update and maintain HRIS data, and deliver customer service excellence to all employees by answering queries and providing timely information.

#### **Responsibilities and Essential Functions:**

- Responsible for maintenance of confidential agency personnel files. Keep files current and organized.
- Keep seniority list current and post bi-annually.
- Ensure accurate entry and effective administration of HRIS data
- Maintain integrity of HRIS and confidentiality of information
- Create, run, and distribute standard and custom reports from HR database
- Provide administrative support to all members of the HR Team
- Compile and prepare reports, charts, graphs, and spreadsheets as requested
- Assist with HR projects and programs including annual performance and merit reviews
- Set up personnel files for new hires and transfer employee information to appropriate databases
- Administer Company benefit plans
- Prepare and post job opportunities
- Administer job bidding process for hourly employees
- Assist with recruiting activities, coordinate interviews, phone screen candidates and conduct reference checks
- Assist in management and administration of STD and LTD claims
- Maintain bulletin boards
- Participate in committees and meetings as required
- Perform other duties as assigned

#### **Experience:**

- 2 years post-secondary education
- Three to five years experience in administrative office practices, advanced computer skills and excellent verbal, written and presentation skills
- Experience in Human Resources and knowledge of unionized environment is an asset
- Bilingualism an asset

- Experience and knowledge of Human Resources Information System (HRIS) is an asset

**Skills/Requirements:**

- Must be proficient in Microsoft Word and Excel.
- Integrity and strong attention to detail are crucial.

*Alexandria Moulding is an equal opportunity employer. Applicants requiring accommodation throughout the hiring process should communicate their needs in advance.*

*Interested candidates should submit their resume and cover letter by June 6, 2022, 5:00 pm to [abissonnette@alexmo.com](mailto:abissonnette@alexmo.com). We thank all applicants for their interest but only those selected for an interview will be contacted.*