

**Human Resources Administrator (ERS 201900069)**

**Employment Services**

**Human Resources**

**Location:** London

**Employment Group**: Admin

**Type of Position:** Full-time

**Closing Date:** April 25, 2019

**Note:** This is a full-time Administrative position (37.5 hours per week).

**Duties:** Reporting to the Human Resources Specialist, the incumbent provides administration and coordination support to the Human Resources Team in the form of daily operational activities, projects and department initiatives. The incumbent provides support to Employment Services by working on data coordination with payroll and responding to information requirements. The incumbent also supports department data requirements and assists with projects and research as necessary.

**Qualifications:**

* Post-secondary 3 year diploma/degree in HR Management or Administrative program with an emphasis on HR management
* CHRP/CHRL designation in progress preferred
* Minimum 5 years of progressive Human Resources experience in a diverse position
* An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
* Unionized experience preferred
* Experience working with an HRMS and/or Human Resources data in a large organization
* Strong computer literacy, analytical, problem solving and organizational skills required
* Must be advanced with skills in data management and be proficient in a wide range of software products to manage data
* Excellent research skills
* Excellent time management skills with a focus on data accuracy
* Strong experience and skills as a contributing member of a Human Resources team

**While transcripts are not required for the interview, they are mandatory prior to any offer of employment.**

**How to Apply:**

For more information and how to apply, please visit the Fanshawe College website at: [**https://jobs.fanshawec.ca/applicants/jsp/shared/Welcome\_css.jsp**](https://jobs.fanshawec.ca/applicants/jsp/shared/Welcome_css.jsp)

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

**Fanshawe College is an equal opportunity employer.  We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.**

**Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.**