



Human Resources Assistant (HRA)

Full Time · Chatham-Kent, Ontario

Kent & Essex Mutual Insurance Company is recruiting for a Human Resources Assistant to join our growing team. Reporting to the CHRO, the HRA will provide administrative support to the human resources department by managing employee records, processing paperwork, assisting with recruitment efforts, coordinating and scheduling training sessions as well as health and safety meetings, responding to employee inquiries, and performing other administrative tasks as assigned. HRA will answer frequently asked questions from applicants during recruitment and from internal employees relative to standard policies and benefits.

It is a key competency that you can work collaboratively within the team to ensure key deadlines are met and to ensure we are delivering a positive employee experience. Our employees are the foundation of our company, and we are committed to establishing an environment where everyone can thrive.

Position is a hybrid position requiring 3-4 days per week in office depending on the assigned responsibilities.

Responsibilities

- Assist the CHRO with formulating policies, procedures and internal communications.
- Responding to employee inquiries in a timely and professional manner.
- Assist with recruiting tasks such as reviewing resumes, scheduling interviews, hiring, and following up with candidates.
- Schedule and coordinate onboarding and training sessions.
- Occupational Health and Safety: Support projects assigned by the JHSC; create tools and resources to improve employee health and safety; ensures compliance with health and safety regulations and provide administrative support to the JHSC and the chair of the committee.
- Compile and process employee documentation or records and keep the employee database up to date.
- Assist with reception coverage.
- Attend job fairs or networking events as needed.

Skills and qualifications

- Post secondary education and/or related experience in a human resources or business program.
- 1-3 years practical experience working as part of an HR team or as an independent contributor.
- Highly organized, detail-oriented and have a demonstrated ability to prioritize and manage several tasks at once.
- Knowledge of employment legislative requirements including health and safety in Ontario.
- Self-motivated with a positive attitude and willingness to try new things or offer up new ideas.
- Effective written and interpersonal communication skills; the ability to build a positive, team-oriented environment.
- Demonstrated aptitude in dealing with private and confidential information.
- You are professional, respectful, and approachable, in all interactions whether internal or external.
- Tact and professionalism when handling confidential information.
- Highly proficient Microsoft Office skills; Outlook, Word, Excel, PowerPoint and Teams.

What Do We Offer?

- A diverse, collaborative, and supportive team.
- A motivating and positive company culture with a focus on expanding your knowledge and developing skills so that we all succeed.
- Onsite parking and casual dress.
- A company that values our business partners, our community and the health and well-being of our team.
- Competitive compensation package including health, dental and pension plans.

Kent & Essex Mutual offers a competitive compensation package which includes benefits and a pension. We offer a positive, progressive work environment supportive of a healthy work life integration and a focus on career and skill development. Kent & Essex Mutual values a strong relationship with our broker partners, a diverse team and giving back to our community. Visit www.kemutual.com to learn more about us and what we're up to.

If you would like the opportunity to join our team and possess the qualifications listed above, please apply in confidence to Human Resources by applying here: [Careers - Apply Here](#). We thank all applicants for their interest and wish to advise that only those candidates selected for an interview will be contacted.

We take potential into consideration. If you do not have the exact experience, but you know you have what it takes to succeed in this role, be sure to give us more insight through your application and cover letter. If you require accommodation at any time during the recruitment process, please let us know by contacting Human Resources. We are committed to ensuring all candidates have the opportunity to succeed.