



# HUMAN RESOURCES ADMINISTRATIVE CLERK

*(Full Time Contract Position until March 31, 2027)*



Hospice Simcoe -Seasons Centre is recruiting for a Human Resource Administrative Clerk to provide administrative and clerical support to the Human Resources department, including Volunteer Services. This role is responsible for maintaining employee and volunteer files and records, supporting recruitment and onboarding activities, processing documentation, and assisting with day-to-day operations. The ideal candidate is highly organized, detail-oriented, and able to maintain confidentiality while managing multiple administrative tasks.

## RESPONSIBILITIES INCLUDE:

### FILE MANAGEMENT & RECORD KEEPING:

---

- Maintain accurate and up-to-date employee and volunteers' files, both electronic and paper-based
- Organize, scan, file, and archive documents in accordance with company policies and legal requirements
- Ensure employee and volunteer records remain confidential and secure
- Track and update employee information, including attendance, training records, benefits documentation, and employment status changes
- Assist with audits and compliance checks
- Assist with documentation preparation for accreditation

### HR ADMINISTRATIVE SUPPORT

---

- Prepare correspondence, letters, forms, and employment-related documents
- Assist with onboarding and offboarding processes, including preparing employee files and orientation materials

### SKILLS AND QUALIFICATIONS:

---

- Post-secondary education in Office Administration, Human Resources, Business Administration preferred
- Demonstrated office experience in a customer service-oriented environment
- High level of proficiency in Microsoft Office, (Word, Excel, Outlook) HRIS software and SharePoint
- Detail oriented with special attention to accuracy and ability to maintain a wide variety of electronic and paper records, files and reports
- Strong interpersonal, organizational skills with the ability to prioritize and manage multiple tasks and priorities
- Ability to work independently and apply continuous improvement practices in the application of day-to-day duties and responsibilities



# HUMAN RESOURCES ADMINISTRATIVE CLERK

(Full Time Contract Position until March 31, 2027)



## SKILLS AND QUALIFICATIONS, *continued*:

- Knowledge of applicable legislation, bylaws, and the ability to interpret legislation, but not limited to Accessibility for Ontarians with Disabilities Act (AODA), Freedom of Information and Protection of Privacy Act, Occupational Health and Safety Act and the Employment Standards Act.

## APPLICATION DEADLINE:

Please submit an expression of interest to:

**[connie@hospicesimcoe.ca](mailto:connie@hospicesimcoe.ca)**

**by Thursday, June 4, 2026 at 4:00pm**

*Hospice Simcoe – Seasons Centre is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness and welcomes applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.*

*Applications may be reviewed using automated screening tools that help assess candidate qualifications.*

