

## **ADMINISTRATOR**

Human Resources Department  
3 Month Contract

The Ontario English Catholic Teachers' Association (OECTA), representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Administrator – Human Resources.

The Administrator provides confidential administrative support to the Human Resources Manager. The Administrator is responsible for all aspects related to the effective operation of the Human Resources office. The individual will also be called upon to support members of our C-suite and the management team for confidential administrative matters.

### **Principal Duties and Responsibilities**

General administrative support to the Human Resources including:

- drafting a variety of confidential correspondence and reports;
- assisting with special projects and research;
- drafting and updating communication materials;
- acting as a liaison with departments and staff at all levels;
- data entry in UKG Dimensions (Employee time tracking portal) including the compilation of reports;
- maintains accurate employee filing systems (electronic/paper);
- assists employees with their general human resources inquiries and prepares employment verification letters;
- arranges and schedules appointments, meetings and interviews;
- assists with recruitment activities including posting jobs, screening potential candidates, participating in interviews and conducting reference checks;
- assists with onboarding and orientation of new staff;
- assists with the maintenance of policies and manuals;
- assists with training initiatives; and
- minute and note taking.

### **Qualifications and Competencies**

The Administrator must have considerable experience in administrative support, have an interest in Human Resources and Accessibility, Inclusion, Diversity and Equity (AIDE) initiatives. The ideal candidate has an exceptionally keen attention to detail and thrives in a fast-paced, high-pressure environment. To succeed in the role, the incumbent should possess the following skills:

- Diploma or degree in Human Resources, Business Administration, or related experience.
- Ideally a minimum of five years' experience supporting senior level management positions working with and maintaining confidential information.
- Practical experience using advanced levels of Microsoft Office 365 applications including but not limited to: Outlook, Word, Excel, PowerPoint, etc.
- Working knowledge of AIDE and/or interest to learn.
- Proficient in leveraging LinkedIn and other professional sourcing platforms for candidates.
- Experience in the accurate taking and production of minutes and notes.
- File management and data entry experience.
- Impeccable grammar, editing and proof-reading skills.

- Must have the ability to use discretion and tact when providing information and/or referring questions as appropriate within the Association.
- Excellent written and verbal communication and interpersonal skills, demonstrating diplomacy and tact.
- Proven organizational skills to supervise and manage multiple assignments and meet short deadlines with the ability to multi-task, deal with ambiguity and reprioritize tasks in response to unexpected changes in priorities/requests.
- Ability to independently achieve high performance goals with demonstrated proactive approaches to problem-solving with strong judgment and decision-making capability, seeking opportunities to improve efficacy.
- Flexibility to work outside business hours and travel locally as required.

**Term:** April – June 2025 (3 months)

**Yearly Salary:** \$90,000

### **APPLICATION PROCESS**

Application Closing date: April 10, 2025

Qualified candidates are required to submit a cover letter and résumé electronically to [hr@catholicteachers.ca](mailto:hr@catholicteachers.ca)

*We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.*

### **SELF IDENTIFICATION**

The Ontario English Catholic Teachers' Association is committed to employment equity and is actively seeking to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-deserving group are encouraged to self-identify in their covering letter.

1. Do you self-identify as First Nations, Métis, and/or Inuit?
2. Do you self-identify as a member of a Black community or racialized community?
3. Do you self-identify as a person living with a disability?
4. Do you self-identify as a woman, man or as gender diverse?
5. Do you self-identify as 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual)?

In accordance with the *Accessibility for Ontarians with Disabilities Act* and all other applicable legislation, The Ontario English Catholic Teachers' Association is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require an accommodation to ensure your equal participation in the recruitment and selection process.