

Employment Opportunity

Job Title: HR & Payroll Administrative Support	Date Posted: September 8, 2025	Reports to: Manager, Human Resources
Job Posting # Admin-HR-031/2025-26	Date Closed: September 17, 2025	Position Type: Full time

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community-based not-for-profit, charitable organization. PCHS has been fulfilling the needs of diverse populations for 35 years by providing services in the areas of addictions, mental health, geriatric care, health promotion, domestic violence, parenting, settlement, and services for women, children, and youth. PCHS has several research studies to its credit and is recognized as an innovative organization for community development, as well as for its Integrated Holistic Service Delivery Model. PCHS is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) International and Imagine Canada.

Why Work at PCHS:

- 3 weeks' paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service
- 7 days' paid Personal Time
- Comprehensive Benefits package (wellness benefits for fitness membership and winter tires)
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Free on-site parking
- Hybrid work model* (contingent on nature of work and location)

About the Position:

We are seeking an **HR and Payroll Administrative Support** professional to join our team. This position provides essential support to the Human Resources department by handling administrative tasks related to employee records management, onboarding/offboarding, benefits coordination, reporting, payroll support and general HR functions. The ideal candidate will have a strong administrative background, be detail-oriented and organized, with experience in both HR and payroll processes at the entry level. They will work closely with the internal team (HR and Finance) to support payroll processes.

Qualifications and Skills :

- Post-secondary education in HR, Business administration or related field
- One to two years of experience in HR administration or supporting basic payroll functions
- Combination of education and experience in a related field.
- Prior experience in the non-profit sector is an asset
- Advanced proficiency in Microsoft Office Suite (Excel, Word, Outlook)

Employment Opportunity

- Excellent organizational and time-management skills
- Strong attention to detail and accuracy is required
- Ability to maintain strict confidentiality and handle sensitive information
- Strong communication and interpersonal skills, and the ability to present information to a variety of stakeholders, including internal and external members.
- Experience with HRIS/payroll systems- ADP Workforce Now is an asset
- Understanding of Ontario's employment legislation, AODA, Human Rights Code and payroll processes
- Ability to work independently as well as in a team and manage a flexible workload, including occasional evenings or weekends
- Able to work in a fast-paced environment, managing tight timelines
- Knowledge of Microsoft SharePoint is an asset

Requirements:

- Possess a valid Ontario Driver's License and access to a vehicle
- A satisfactory current Police check-Vulnerable sector
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are encouraged

Key Responsibilities (but not limited to):

- Maintain and update employee records and personnel files (digital and physical).
- Assist in recruitment activities, including job postings, screening, scheduling interviews, correspondence, and background checks.
- Support new hire onboarding processes: document collection, orientation scheduling, and system access setup.
- Support with offboarding processes, including exits and coordination.
- Assist with benefits administration, enrollment, and employee inquiries.
- Coordinate training sessions, track attendance, and update training records and materials.
- Maintain confidentiality and ensure compliance with internal policies and labour regulations.
- Draft HR correspondence, including memos, updates, and staff announcements
- Maintain HRIS and support with setting Performance review cycles, new hire processes and training
- Assist in preparing bi-weekly payroll by maintaining accurate payroll records and employee data in HRIS/payroll systems
- Respond to payroll-related inquiries from employees in a timely and professional manner
- Support with tax documentation, time-card queries and compliance requirements
- Provide general clerical and administrative support to the HR department
- Prepare and distribute HR related policies, reports and documents as needed
- Assist with internal communications and employee engagement initiatives
- Support with audits, data collection, and special HR projects.
- Support the HR department in health and safety activities
- Other related duties as assigned

Employment Opportunity

Hours: Full-time, 37.5 hours per week
(Some evenings and weekends work is required)

Annual Salary: \$45,000-\$50,000

Position to commence: September 2025

Please submit your resume to the Hiring Committee at hr@pchs4u.com by September 17, 2025.

Please add **Job Posting # Admin-HR-031/2025-26** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups.

We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at hr@pchs4u.com.