



Happy Face Nursery School (Winchester & District) Inc.  
PO Box 1155 Winchester, ON K0C 2K0  
www.happyfacechildcare.ca  
613-774-4707

## Happy Face Nursery School is hiring!

Happy Face Nursery School is a non-profit charitable organization dedicated to providing high quality child care. Currently in our 50th year of operation, Happy Face operates 5 locations in SD&G and is seeking to hire a knowledgeable **Human Resources Administrator** to support our team.

**Position:** HUMAN RESOURCES ADMINISTRATOR, PERMANENT FULL-TIME

**Head Office Location:** Winchester

### Compensation:

- \$21-\$25 per hour, commensurate with experience
- Medical, dental, vision, and health benefits
- Paid personal days
- Group RRSP program

### Responsibilities:

- **Recruitment:** determine staffing needs, create job postings, interview candidates, issue offers of employment
- **Onboarding:** set up new hires, organize orientations, collect required documentation
- **Staffing:** manage time off requests, correspond with the Site Supervisors and Supply Educators to facilitate weekly scheduling
- **Payroll:** review employee timesheets bi-weekly, set up new hires in the payroll system, assist the Business Administrator with processing as needed
- **General:** maintain and update physical & digital employee records, address employee queries, support performance management processes, maintain confidentiality of internal documentation, administer benefits and RRSP program, keep abreast with the industry's latest news and trends to ensure compliance, revise and suggest changes in policies.
- Additional tasks may be added by the Board of Directors and/or Executive Director to ensure organizational success.

### Qualifications:

- Minimum of 2 years experience in an administrative role
- College diploma in Human Resources or related field
- Current knowledge and understanding of Employment Standards Act and Payroll processes
- Clear Criminal Record Check including Vulnerable Sector Check
- Excellent verbal and written communication skills

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*Providing quality childcare in SD&G for more than 40 years.*

South Mountain ☺ Chesterville ☺ Morrisburg ☺ Avonmore ☺ Winchester



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- Strong interpersonal, problem-solving, and organizational skills; understands the requirement of responding to inquiries in an efficient and effective manner
- Self starting proactive individual who can work well independently as well as in a team environment
- Able to multi-task and work well under pressure when there are continual changing priorities requiring re-prioritization of work
- Excellent attention to detail and strong administrative skill set
- Experience in performance management and employee benefits administration
- Strong computer proficiency including Microsoft Word and Excel
- Experience with ADP TeamPay an asset

Happy Face Nursery School welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**Please email [hayley.happyface@gmail.com](mailto:hayley.happyface@gmail.com) for more information or to apply.**

To learn more about who we are at Happy Face, check us out at  
<https://happyfacechildcare.ca/careers/>

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