

## **HR Administrator**

**Town Shoes Limited**

### **About the Company**

There's no place like Town! We have the hottest brands, teams who love shoes & fashion, unlimited career opportunities.

Town Shoes Limited has been part of the Canadian retail landscape for over 60 years! We are a fashion footwear retailer with 200+ retail locations across five banners. Our people make the difference at Town Shoes! We are a diverse group of energetic, passionate and innovative footwear enthusiasts delivering epic customer service. It's more fun at Town!

### **Major Responsibilities**

- Processing accurate and timely enrolments, changes and member terminations for group benefit and retirement programs
- Coordinate Short Term Disability program including application processes, facilitating communication with third party provider & internal stakeholders and monitor for successful return to work
- Conduct new hire orientations with Associates joining our Support Centre team including the completion of new hire paperwork, review of policies, time and attendance and e-Learning platform
- Respond to HR issues and inquiries received from Store locations using SOC, our online communication tool. Escalate and partner with others on the HR team to resolve issues as required
- Quarterly administration of the Long Service Award Program including running reports to identify service award eligible Associates and distribution of awards to field teams
- Process Associate Discount Card requests and distribute cards to the field
- Assist in posting jobs and conducting reference checks as required
- Sitting at reception, you will have reception responsibilities including greeting guests and managing deliveries, phone calls, and mail



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- Assist with outbound courier package processing and process outgoing mail daily
- Maintain up-to-date internal HR filing
- Other responsibilities as assigned and representative of the role

### **Qualifications**

- Completion of a post-secondary education in Human Resources Management, related program, or equivalent experience
- Strong interpersonal skills to successfully build relationships and communicate with internal and external partners
- Exhibit initiative; willingness to learn, and a desire to excel
- High attention to detail; ability to ensure accuracy of work output
- Ability to maintain confidentiality of sensitive information at all times, high level of integrity
- Knowledge of relevant employment legislation (ESA, OHSA, Human Rights Code, etc.)

**Job Type:** Full-Time

**Job Location:** CA-ON-Toronto

Apply at <http://www.townshoeslimitedcareers.com/career-opportunities/>

