

## **HR Associate**

Inception Lifebank Cord Blood Program is a growing biotechnology company based in Mississauga. We offer our employees a modern day, open concept, team-focused environment, where you can dress casual every day. We also offer a competitive compensation and benefits package and are known for the great care we take of clients and employees alike.

**The Company:** Inception Lifebank Cord Blood Program is Canada's largest and most experienced cord blood program in Canada. As a market leader, Inception Lifebank is committed to providing clear and balanced educational information to help Canadian families make an informed decision regarding cord blood and cord tissue banking options.

**The Position:** We are looking for a highly motivated and energetic **HR Associate**. This role will be responsible for administration and coordination of human resources activities such as recruitment, orientation, employee relations, health and safety, performance management, employee communications, policies and regulatory compliance.

This role is a 1-year contract position (mat leave replacement) based at our head office in Mississauga, Ontario.

### **Key Accountabilities**

- Support all aspects of recruitment and staffing: post positions, initial screening of resumes, co-ordinate interviews, develop offer letters/contracts, conduct references. Support search processes undertaken by external recruitment firms if required.
- Maintain HR policies and procedure documents to reflect current practices. Monitor compliance across the organization.
- Support the performance management program.
- Participate on the Health and Safety Committee. Ensure policies, procedures and training are compliant with current legislation. In the event of injuries, ensure documentation and paperwork is completed and forwarded to WSIB.
- Oversee and administer effective orientation for new employees. In conjunction with the Quality Department, identify and develop training to meet employee and management needs.
- Administer the benefit program. Ensure new employees are registered.
- Support payroll.
- Broad office administration role: vendor contracts, ordering supplies, office function management, admin support for Executive Team etc.

### **Requirements:**

- Strong interpersonal, teamwork, and communication skills.
- 3-5 years of relevant experience in Human Resources.
- Knowledge of Employment Law, Human Rights Code, OHSA, WSIB, AODA and other HR related legislation.
- Ability to write well and present information in a format all employees will understand.
- Ability to manage competing and changing priorities.
- Ability to effectively utilize Microsoft office.

Qualified candidates should forward their resume to: [hr@insception.com](mailto:hr@insception.com). Inception Lifebank is an inclusive employer and we encourage applications from all qualified candidates and will accommodate applicants' needs under the human rights codes throughout all stages of the recruitment and selection process. Information received relating to accommodation will be addressed confidentially. We appreciate and review all applications, however, only those qualified for an interview will be contacted.

For more information, visit: [www.insception.com/careers](http://www.insception.com/careers)