



Title:	People Generalist	ID:	10055
Department:	People Services	Reporting To:	Manager, People & Culture
Pay Grade:	7	Updated:	December 31, 2020
Range Min:	\$53,680	Range Max:	\$80,520

Position Summary

Reporting to the Manager, People & Culture, the People Generalist will be responsible for a full semi-month payroll cycle. Working as part of the People Services team, this individual will also provide team support with talent management and Facilities processes that is in alignment with CREB®'s strategic objectives.

Responsibilities

Payroll & Benefit Administration:

- Administration and processing of two (2) semi-monthly full cycle payrolls, while ensuring compliance with all legislation and organizational guidelines
- Prepare, verify, and process all employee payroll related payments, including adjustments and special payments such as bonuses, salary increases
- Ensure that all earnings are paid accurately and in a timely fashion
- Prepare monthly journal entries, monthly/quarterly/annual reports and forms e.g., records of employment, run year end payroll process, reconciliation and T4's
- First point of contact for payroll, pension, and benefit inquiries
- New-hire setup and terminations
- Maintain detailed records and documentation of payroll functions for audit purposes, in accordance with statutory requirements
- Assist in annual payroll audit
- Run adhoc reports as required
- Ensure our systems including Dayforce (HRMS) reflects accurate and up to date information
- Complete statistics surveys as required
- Benefit entitlement, enrollment, changes, terminations, and inquiries
- Reconciliation of pension and benefit contributions
- Liaise with service providers to ensure funds are transferred appropriately

Employee Relations:

- Stay current with employee relations trends, regulations, labor laws and legal requirements
- Provide advice, support and guidance for frontline staff and managers
- Collaborate and provides support for People Advisor and the Facilities Building Maintenance Custodian to ensure an excellent employee experience
- Collaborate and provide support on cross functional P&F projects and initiatives
- Support the people service team in implementing programs to help improve the employee experience
- Contribute to policy development, writing, and support in developing and updating
- Organizing employee recognition for birthday's, new babies, deaths & anniversaries including scheduling and sending out invites if required
- Responsible for managing employee recognition awards
- Champion of employee engagement surveys
- Manage the ergonomic assessment process

Support Talent Management Processes - Recruitment & Selection:

- Offer proactive recruiting support
- Posting jobs
- Scheduling interviews
- Participate in the interview process
- Support with offer letter & employee agreements
- Completing references & background checks
- Create new-hire files and maintain
- Support in the onboarding process
- Space/workstation setup
- Managing DiSC administration
- New-hire photo's

Training & Development:

- Assist staff with Learning in the HRMS LMS
- Course enrollment
- Scheduling
- Continuing Education enrollment and sponsorship letters
- Tracking education and PD
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- Assist with training initiatives.
- Coordinates employee training and registration (Get Ahead with CREB®), including sending out invites and booking rooms, organizing lunches, and collecting feedback forms

Other Duties:

- Manages and updates the employee intranet (CREB® Connect) through Sitecore
- Provides Administration support for CREB®'s People and Place (Place meaning the "Facility")
- Filing and record management
- Contract management
- Scheduling vendor/ contractor services
- Assist with room rentals as required
- Mail duties
- Works collaboratively with the Building Maintenance Custodian on Health & Safety programs and training
- Procurement - Office supplies, promotional products, and furniture
- Manage the HR in-box and assist with the Facility work orders and in-box
- Responsible for processing account payables for the department and work closely with the Building Maintenance Custodian for Facility payables
- Contribute to assessment of risks/impacts and assist in mitigation implementation
- Assist with managing room rentals including:
 - Booking rooms
 - Rental agreements
 - Room billing
 - Assist with room rental in-box
- Contribute to assessment of risks/impacts and assist in mitigation implementation
- Other duties as assigned by Manager

Education Requirements

Certificate: Payroll – Practitioner (PCP)

Certificate: Human Resources Management Certification

Years of Experience

3-5 years: Payroll & Human Resources

Other Certification &/or Licenses

- Health & Safety

Additional Qualifications

Core Competencies

INTEGRITY Transparency. Accountability. Trust. Commitment.

We value INTEGRITY We build trust by having each other's backs, acting with honesty and strong guiding principles; and We are committed to always improving and delivering what we promise.

INCLUSION Diversity. Equity.

We value INCLUSION We create a socially safe environment for every individual; and We celebrate our diversity because our differences make us stronger.

COLLABORATION Openness. Cooperation.

We value COLLABORATION We work together to achieve common goals with open and honest communication; and We know teamwork is sharing our knowledge & skills, contributing to CREB®'s success.

WELLNESS Physical. Mental. Community.

We value WELLNESS We promote positivity, balance, healthiness, and happiness, and We build resilience through embracing and prioritizing the physical and mental wellbeing of ourselves, our coworkers, and our members.

FUN Joy. Laughter.

We value FUN We believe that fun creates a culture of openness and, in turn, a culture of wholeness; and We all celebrate our successes & enjoy our work.

Skills and Abilities	Weight
Quality of Work	25%
Has established a track record of producing work that is highly accurate, demonstrates attention to detail and reflects well on the organization. Is personally committed to high quality work and encourages others to have similar standards. This differs from those who cannot be relied upon to produce high quality work, pay little attention to detail, show little pride in a job well done and/or set a poor example for co-workers or direct reports.	
Relationship Building / Networking	25%
Builds rapport and develops alliances with a broad range of people. Adjusts communication style to meet the needs of individuals at various organizational levels and to meet the needs of clients. Forms alliances by demonstrating concern and respect for others, as well as by highlighting common interests and aspirations. Leave others feeling that he/she will be a trusted ally and is careful to act in ways that reinforce that trust over time. This is in contrast with the behavior of individuals who tend to interact with a relatively narrow range of people or who fail to adjust their communication styles to accommodate others. It is also quite different than behavior that leaves the impression that the person is seeking to advance his/her own narrow agendas and interests.	
Managing Multiple Priorities	25%
Handles multiple assignments and priorities yet still fulfills all commitments. Readily accepts new responsibilities and adapts well to changes in procedures. Gives appropriate priorities to various work demands. This is quite	

different from those who struggle to stay focused when faced with multiple priorities; focus only on one or two job priorities while neglecting others; and/or hesitate, complain, or refuse to accept new procedures or assignments.

Solving Problems

25%

Takes a proactive approach to anticipating and preventing problems. When problems occur, defines those problems, investigates obstacles, gathers relevant information, decides whether solving the problem should be a group decision, generates and analyzes alternate solutions and arrives at a workable solution. This differs from those who are not proactive, typically get surprised when problems occur, attempt to solve problems without the right mix of people involved, push too quickly for solutions, or generate solutions that are not viable.

Skills and Abilities - Additional Information

- Excellent communication – verbal, writing and presentation
- Analytically driven and oriented
- HRMS knowledge
- Sensitivity and compassion
- Excellent listening skills
- People skills
- Discretion and confidentiality
- Strong grasp of the Microsoft Office Product Suite
- Innovative thinking
- Technology savvy
- LMS knowledge
- Coaching and advising

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.