



Human Resource Analytics & Benefits Specialist

York Care Centre is a leading organization in providing long-term care and lifestyle living options on a single campus. When it comes to aging care, we don't fit the traditional mold. Constantly reinventing ourselves, we work closely as a team to seek out and implement innovations that lead to making York Care Centre an excellent place to live, visit and work.

ABOUT THE ROLE

The Human Resource Analytics & Benefits Specialist is a member of our Human Resources Team who thinks innovatively and strategically to coordinate organizational data requirements for HR analytics and insightful solutions. Within this position, is the responsibility to effectively and efficiently administer an employee benefits program, retirement pension program and payroll. An innovative mindset will lead to operational efficiencies, and the research and coordination of training and development opportunities for employees.

ABOUT YOU

You will have obtained a Diploma/Degree in Human Resources, Business Administration or equivalent, with a minimum of two (2) years of experience within the field of Human Resources Analytics or related area. You are proficient in MS Office and payroll software programs. You are confident in your abilities to administer an employee benefits program, retirement pension program and employee payroll. You can apply critical thinking skills, communicate effectively, have advanced Excel skills, and proactively propose solutions. You consider yourself a 'people person' who thrives in a fast-paced environment and is adaptable to changing work priorities, all the while paying close attention to detail.

WHY CHOOSE US

We value our employees, which is why they have access to competitive wages, a free onsite fitness centre, free parking, ongoing wellness initiatives, an annual scholarship program, and a 'get inspired' social committee. It doesn't matter what your role, everyone contributes to make the work we do meaningful and enjoyable.

If you are interested in joining our People and Culture Team, please forward your resume in confidence to:

Human Resources
York Care Centre
100 Sunset Drive
Fredericton, NB E3A 1A3
humanresources@yorkcarecentre.ca

Please include 'HR Specialist' in the subject line of your email. We thank all candidates for their interest; however, only those selected for an interview will be contacted.