



**“LET US CHANGE
YOUR UNIVERSE.
WORK FOR TEKSAVVY.”**

“HR EMPLOYMENT & BENEFITS ADMINISTRATOR

**FULL-TIME
CHATHAM, ON**

WHAT YOU CAN EXPECT FROM US

- Ongoing commitment to employee development and career path.
- Competitive compensation packages.
- Competitive benefits program (vision, medical, healthcare)
- A fun, friendly, team environment with staff appreciation events.
- Modern facility and work environment.
- On site lunch and lounge area. Free snacks and beverages.
- Free parking available. Easy access to public transportation.

WHAT WE EXPECT OF YOU

The Employment & Benefits Administrator is responsible for performing administrative duties related to new employees with a focus on employee benefits.

YOUR ROLE

- Reports to Human Resources Consultant.
- Communicates with senior management, leaders, co-workers and external sources.
- Administrator of employee benefits and employee programs.
- Implements employee orientation sessions, presents company personnel policies and benefits procedures to new employees.
- Gathers, processes, verifies, and maintains personnel related documentation.
- Active volunteer involvement in community events.
- Flexible to travel as required.

MUST HAVES

- Skilled at active listening, with ability to convey information effectively.
- Active learner, able to understand the implications of new information for current and future problem-solving and decision-making.
- Interpersonal savvy, awareness and understanding of others' reactions and able to adjust actions in relation to others' actions.
- Intermediate Microsoft office software skills required and Internet research abilities.
- Able to withstand a high-paced environment – high stress tolerance.

NICE TO HAVES

- Candidates with CHRP designation or working towards completion of designation preferred.
- Knowledge of principles and procedures for personnel recruitment, selection, and personnel information systems.

ROLE TYPE

Permanent full-time

EXPECTED START DATE

As Soon As Possible

ABOUT US

TekSavvy prides itself on fighting for a fair playing field, protecting consumers' rights online, and bringing Canadians the right options without artificial limits. We are proudly Canadian, customer satisfaction is our priority, and we strive to create a positive environment for our employees.



See why we're designated the 2016 Canadian Telecommunications Employer of Choice!



Customer Service Profession Network
Customer Service Centre of The Year.



We were named NOW Magazine's Best of Toronto, in the ISP category, for 2012 through 2016.

HELP US MAKE A DIFFERENCE. APPLY TODAY.

teksavvy.com/employment | careers@teksavvy.com

TekSavvy is an equal opportunity employer committed to increasing diversity in our workforce. We welcome applications from qualified persons in underrepresented ethnic, racial and cultural groups and from people with disabilities. Our organization will, on request, provide accommodations for disabilities to support your participation in all aspects of our Recruitment Process.

**WE'RE DIFFERENT.
IN A GOOD WAY.**