

POSITION AVAILABLE: HR Generalist
Business Affairs Division



Supervisor: Edward Carpenter, Manager of HR, Business Affairs Division

Location: Hybrid, based out of the Toronto or Burlington office

Employment Basis: Permanent, Full-Time

Compensation: \$70,000 – \$80,000 per year, commensurate with experience.

Start Date: Immediate

Company Profile

Founded in 1980, Archaeological Services Inc. (ASI) is a Canadian-owned firm and one of Ontario's largest archaeological and cultural heritage consulting firms. With offices in Toronto and Burlington, we undertake a diverse array of archaeological and cultural heritage projects throughout the province. ASI is dedicated to fostering an inclusive, equitable, and accessible workplace, valuing each team member. We adhere to the Accessibility for Ontarians with Disabilities Act, 2005, the Canadian Human Rights Act, and the Ontario Human Rights Code. Please note that proof of vaccination is required under our COVID-19 Immunization Policy, with accommodations considered under the Ontario Human Rights Code.

About the Position

ASI is seeking to employ an HR Generalist who is passionate about human resources, thrives in a unionized environment, and ideally has experience in health and safety, WSIB, and incident reporting. However, we welcome candidates who are enthusiastic about developing these skills. The ideal candidate is a problem solver, thorough, meticulous, dependable, and has a positive attitude. This is a full-time position that operates Monday to Friday during regular business hours, with certain days required in the office. We highly value candidates who have an interest or background in archaeology and heritage.

Key Responsibilities

Responsibilities include, but are not limited to:

- Provide support to employees and managers in various HR-related topics.
- Assist with recruitment processes, including job postings, screening resumes, interviewing candidates, and onboarding new hires.
- Help handle employee relations issues, providing guidance to resolve conflicts and promote a positive work environment.
- Ensure compliance with employment laws and regulations, including health and safety standards and WSIB incident reporting.
- Contribute to the development and implementation of HR policies and procedures.
- Assist in the development and implementation of employee training and development programs.
- Maintain HR records and prepare reports, ensuring accuracy and confidentiality.

Position Requirements

- Bachelor's degree in human resources, Business Administration, or related field.
- Minimum of 3-5 years of HR experience, preferably in a unionized environment.
- Knowledge of health and safety regulations, WSIB, and incident reporting.
- Strong interpersonal and organizational skills, especially in time management, problem-solving, and multi-tasking under deadlines.
- Excellent communication skills, both written and verbal.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in MS Office Suite.
- Certification in Human Resources (CHRP or equivalent) is an asset.
- Experience in conflict resolution and mediation is an asset.

How to Apply: Send your CV and Cover Letter to employe@asiheritage.ca with the subject line "Application for HR Generalist".

Deadline for Application: We will be accepting applications until the position has been filled.

Learn More About Us: Explore our projects and behind-the-scenes looks on ASI's social media pages on [Facebook](#) or Instagram: [@archaeologyto](#) and [@asiheritage!](#)

