



**POSITION:** Human Resources & Payroll Generalist  
**Department:** Administration/HR  
**Reports To:** General Manager  
**JOB TYPE:** Full-Time, permanent, salary

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### ***Summary***

Legends Global has an excellent and immediate opening at the Avenir Centre for a Human Resources & Payroll Generalist. Reporting to the General Manager, this position oversees all Human Resources operations as well as administration and maintenance of all Facility Payroll and Benefit Programs, consistent with Legends Global/Avenir Centre policies by performing the following duties.

- Manage daily HR operations including employee relations, performance management, and workforce planning.
- Process bi-weekly payroll; upload hours, maintain employee data, and reconcile payroll information in ADP Workforce Now. Report to Director of Finance for payroll reporting.
- Ensure compliance with Legends Global HR policies, Employment Standards Act, and federal/provincial regulations.
- Maintain personnel records, benefits administration, leaves, workers' compensation claims, and government reporting.
- Respond to inquiries regarding HR policies, procedures, benefits, and programs.
- Guide management on disciplinary matters, terminations, ESA complaints, and employee relations issues.
- Prepare separation documentation and conduct exit interviews.
- Lead full-cycle recruitment including posting, screening, interviewing, and reference checks.
- Conduct new hire onboarding and orientation.
- Build relationships with recruiters, schools, and external partners to support hiring needs.
- Support managers in interviewing, hiring, promotions, and training processes.
- Coordinate and deliver employee training, including Legends Global Customer Service Training.
- Support engagement initiatives that enhance communication, leadership, and employee development.
- Assist in planning employee recognition programs, team-building activities, and company events.
- Prepare payroll deductions, remittances, and Records of Employment.
- Maintain and report employee leave information.
- Prepare labour, staffing, and HR metrics reports for management.
- Coordinate work-related injury reporting and insurance claims.
- Liaise with Corporate HR to implement programs and initiatives.
- Assist the General Manager and Director of Finance with administrative duties.
- Support a 24/7 operation with scheduling flexibility.
- Perform other related duties as assigned.

### ***Education and/or Experience***

- Post-Secondary education in Human Resources or in a related field.

- 1 - 3 years' experience in human resources, administration, and payroll or business operations. Experience within a hospitality operation is an asset.
- Demonstrated ability to provide business administration support to an organization.
- Good financial and business awareness.
- Excellent knowledge of computer applications, including but not limited to Microsoft Office 365 (Outlook; Excel; Word)
- Experience with payroll software, working knowledge of ADP Workforce Now would be an asset.
- Ability to adapt to changing systems.

### ***Skills and Abilities***

- Bilingualism is a strong asset.
- Excellent data entry skills.
- Solid knowledge of the principles and practices of personnel and payroll administration.
- Ability to thrive both independently and as part of a small team.
- Ability to foster effective working relationships with peers, subordinates, tenants, clients, government officials and other external contacts.
- Ability to meet numerous specific deadlines and successfully work under pressure with close attention to detail.
- Strong communication skills, both verbal and written and strong interpersonal skills.
- Fast-paced environment, with tight deadlines, and repetitive tasks at times.
- Excellent customer service skills in working with all customers both external (clients) and internal (employees).
- Excellent organizational and problem-solving skills.
- Ability to maintain confidentiality given the nature of work being performed.
- Be flexible and open to evolving requirements.
- Professional presentation, appearance and work ethic.

### ***Certificates, Licenses, Registrations***

Certifications are not required but are considered an asset. Proven work experience in a related field is required.

### ***Physical Demands***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Specific physical demands for this job include close vision, climb stairs, walk long distances to access all seating areas, sit or stand for long periods of time. Specific physical demands for this job include close vision for review of information on a PC monitor as well as hard copy output.

- Regular use of hands for typing.
- Use of Personal Protective Equipment as recommended by management and Provincial guidelines.

### ***Confidential Information***

- Due to the nature of our business candidates will need to be able to work flexible hours; possibly including nights, weekends and holidays, in addition to normal business hours.
- Candidate is required to sign a non-disclosure agreement upon hiring.

### ***Additional Information***

Legends Global/Avenir Centre is an Equal Opportunity employer, and encourages women, minorities, individuals with disabilities, and other protected groups to apply. Legends Global/Avenir Centre as, acknowledges any accommodations required by qualified applicants until the point of undue hardship.

PLEASE NOTE: All successful candidates will be required to successfully complete a background check, which may include criminal, credit, credential and reference check.

***TO APPLY***

This position offers a competitive salary and benefits package. Please send a resume with salary requirements to:

Dave Saldanha

General Manager

[Dsaldanha@avenircentre.com](mailto:Dsaldanha@avenircentre.com)

Please ensure the subject line reads: **HR & Payroll Generalist**

Only successful applicants will be contacted.