



Shorefast's mission is to build cultural and economic resilience on Fogo Island and promote community well-being by building and sharing new models of economic development. By 'holding on and reaching out', Shorefast works with hospitality, art, technology, business, and design to enhance and share the natural assets of place.

The **Human Resources Administrator** based on Fogo Island, will play an integral role in supporting Shorefast operations and employee engagement. Reporting to the Human Resources Coordinator the incumbent will assist with the daily administration of HR activities such as payroll, group benefits, employment legislation, performance management, and ensure workplace policies and procedures are implemented and followed.

#### **General responsibilities:**

- Prepare, verify, and process all employee payroll related payments. Identify and resolve discrepancies
- Maintain and update employee information using manual or computerized systems
- Prepare and process HR and Payroll forms and documentation
- Assist with recruitment, hiring and onboarding activities
- Prepare and update statistical reports, statements, and summaries related to pay and benefits accounts.
- Arrange staff training and provide information or services to employees
- Contribute to the development or implementation of HR and payroll policies and procedures
- Participate in and contribute to Occupation Health and Safety activities
- Provide information to employees on payroll matters and benefit plans and other duties as required

#### **The ideal candidate:**

- Must be detail oriented with an ability to work under tight deadlines
- Enjoys working in a team environment, and has experience working in collaborative / supporting roles
- Completion of post-secondary education in business or related field is required
- 2 years related experience
- Proficient knowledge of Microsoft Office suite is required
- Combination of education and experience may be considered

#### **What we offer:**

- An engaged, highly supportive and collaborative environment
- The opportunity to work and live in a thriving social entrepreneurship environment
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization

#### **To Apply:**

Submit a cover letter & resume to [careers@shorefast.org](mailto:careers@shorefast.org), subject line "Human Resources Administrator"

Deadline for Applications: **October 15<sup>th</sup>, 2021**

Questions about this position may be directed to: Colleen Best, [colleenbest@fogoislandinn.ca](mailto:colleenbest@fogoislandinn.ca)

About Shorefast: [www.shorefast.org](http://www.shorefast.org) | [www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [www.woodshopfogoisland.ca](http://www.woodshopfogoisland.ca)

About Shorefast & Fogo Island: [Strange and Familiar](#)