



InclusionNB

Human Resources Generalist

Inclusion NB is seeking a dynamic, energetic and enthusiastic individual committed to the vision, values and philosophy of inclusion. We are currently seeking a highly motivated and dedicated individual to join our team as the Human Resources Generalist.

Reporting to the Director of Community Inclusion, the Human Resources Generalist contributes to the effective management and delivery of the organization's human resources functions. This position is responsible for coordinating day-to-day HR operations, including recruitment, onboarding, employee relations, benefits administration, and payroll and accounting processing. The incumbent ensures that all human resources and payroll practices comply with organizational policies, employment standards, and legislative requirements, while fostering a positive and inclusive workplace culture.

Responsibilities:

- Provide administrative support for all human resources functions, including recruitment, onboarding, performance management, employee relations, and offboarding processes;
- Respond to routine employee inquiries regarding HR policies, procedures, and benefits;
- Support management and staff with the understanding and compliance of all applicable employment standards and legislation;
- Develop and implement policies and procedures to maintain a positive and inclusive work environment;
- Ensure accurate job descriptions and performance management reviews are in place;
- Prepare employment contracts, termination notices, remuneration letters, and other employment documents;
- Help maintain a positive workplace culture through communication and employee engagement activities;
- Accurately process bi-weekly payroll in accordance with organizational policies and employment legislation;
- Prepare and submit all government remittances (CPP, EI, income tax, etc.);
- Prepare year-end documentation including T4 and ROE processing and reporting.

Qualifications:

- Diploma or Degree in Human Resources Management, Business Administration, or a related field;
- Minimum 2-3 years of progressive experience in human resources and payroll administration;



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- Hands-on experience processing payroll using payroll software systems such as Sage 50 Payroll, ADP Workforce Now, Ceridian Dayforce, or equivalent platforms;
- Payroll Compliance Practitioner (PCP) certification from the National Payroll Institute (formerly Canadian Payroll Association) is an asset’;
- Excellent organizational, time management, and problem-solving skills with the ability to manage multiple priorities;
- Strong interpersonal and communication skills with a person-centered approach;
- High level of accuracy, attention to detail, and confidentiality;
- **Bilingualism (French and English) is mandatory, with strong written and verbal communication skills in both languages.**

Inclusion NB is a progressive, employee-recommended, and team-oriented organization that promotes a strong work-life balance and offers a comprehensive benefits package upon hire including:

- 4-Day Summer Workweek (July – August annually)
- Flex Schedules (Including the option for Hybrid work)
- Work Life / Balance
- Paid Sick Time
- Paid Vacation
- Mental Health Days
- Professional Development
- Free Parking
- Paid Lunch Breaks
- Group Insurance Benefits

If you are interested in applying for this position, please forward your resume and cover letter no later than 12pm on Friday, September 19 2025 to:

Inclusion NB Attn:
Kirk Munroe, Director of People & Culture
Email: kmunroe@inclusionnb.ca

If a reasonable accommodation is needed to participate in the job application or interview process and/or to perform essential job functions, please contact Kirk Munroe.