

# Human Resources Assistant

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## Who We Are

Axiom Mutual Insurance Company is a proud leader in the Ontario Mutual Insurance industry. As a Mutual insurer, we are Member-owned and pride ourselves on serving our Members with customer service that is second to none. We believe in providing our Members with peace of mind – properly insured.

## Opportunity

Reporting to the HR Administrator, the HR Assistant will play a key role in supporting Axiom's human resources operations while contributing to a safe, compliant and engaging workplace. This position offers a valuable opportunity for a proactive and detail-oriented individual to gain hands-on experience across various HR functions, including payroll, benefit & pensions administration and occupational health & safety. The successful candidate will apply their HR knowledge, administrative skills and effective communication abilities to ensure smooth routine operations.

## What You Will Be Doing

- ▶ Act as the primary contact for all internal general HR inquiries, assisting to resolve or refer to the HR Administrator as necessary.
- ▶ Process payroll, maintain accurate records, ensure it is compliant with tax regulations and address any payroll-related inquiries.
- ▶ Assist with the daily administration of HR documentation, tools, and processes, ensuring everything is organized and up-to-date.
- ▶ Coordinate employee enrollment and retirement from OMIA benefit and pension programs, responding to or referring benefit and pension related inquiries.
- ▶ Perform the administrative duties of all health and safety initiatives and contribute towards compliance with the Occupational Health and Safety Act and Company guidelines.
- ▶ Provide support during an employee's onboarding and off-boarding process to ensure proper coordination of documentation.
- ▶ Administer required trainings, assist employees with external course registration and maintain accurate training records.
- ▶ Help with various other admin tasks as needed to support the HR team.

## Candidate Profile

- ▶ Post-secondary diploma or degree related to Business Administration or Human Resources preferred.
- ▶ 1-2 years previous experience in a Human Resources, Payroll, Administrative, or Insurance related role is an asset.
- ▶ CHRP designation or in progress is an asset.
- ▶ Familiarity with relevant employment and human rights related legislation in Ontario.

Trust

Passion

Community

Agility

- ▲ Strong verbal and written communication abilities and an optimistic outlook.
- ▲ Exceptional attention to detail and demonstrated organizational skills.
- ▲ Proficient in the use of MS Excel, Word, PowerPoint, and Outlook.
- ▲ Solid sense of professionalism and sound ethics in alignment with Axiom values.

## What We Offer



**Performance  
Based  
Compensation**



**Career Growth**



**DC Pension Plan**



**Paid Training  
Opportunities**



**Extended  
Benefits**

*Axiom Mutual Insurance Company is an inclusive employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We encourage applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. We encourage candidates to make their accommodation needs known so we can provide equitable opportunities.*

## How to Apply

Interested candidates are encouraged to submit their resume and cover letter detailing their unique qualifications and experience to [careers@axiommutual.ca](mailto:careers@axiommutual.ca).

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