

HR / Office Administrator

Location: full-time position in Toronto, Canada

Start Date: February 1, 2019 or by agreement

Please click [here](#) to submit your application!

About RepRisk

RepRisk is a global leader and pioneer in data science, specializing in premium ESG and business conduct risk research and quantitative solutions.

Since 2006, RepRisk has been leveraging artificial intelligence and curated human analysis to translate big data into actionable business intelligence and risk metrics. With daily-updated data synthesized in 20 languages using a rules-based methodology, RepRisk systematically flags and monitors material ESG risks and violations of international standards that can have reputational, compliance, and financial impacts on a company.

Our flagship product, the RepRisk Platform, is the world's largest database of its kind, consisting of 100k+ public and private companies and 25k+ projects of all sizes, in every sector and market. Leading organizations around the world rely on RepRisk as their key due diligence solution to prevent and mitigate ESG and business conduct risks related to their operations, business relationships, and investments.

For more information, please visit <http://www.reprisk.com> or follow us on [Twitter](#).

Job Description

As HR / Office Administrator, you will report to a manager based in Zurich, Switzerland, and take charge of a variety of office and HR tasks for Toronto and the global team. Your responsibilities will include:

Toronto HR and Admin tasks

- Liaise with building management on any office issues, coordinate future office upgrades and relocations, procure offices supplies, coordinate incoming and outgoing mail and deliveries
- Organize team events, including making travel arrangements for invited out-of-town guests
- Act as HR point of contact for the Toronto team, coordinating staff on/off-boarding
- Act as the local liaison for the external payroll and accounting provider, benefits provider

- Liaise with local and federal authorities regarding work permits, taxes, and other matters
- Other administrative tasks as may be required to support smooth operations

Global HR and Admin tasks

- Coordinate recruiting for Toronto and other RepRisk locations
- Support global HR processes, such as staff surveys, performance management etc.
- Act as back-up for HR and Admin colleagues in other locations during prolonged absences
- Suggest and help implement improvements to HR and Admin processes at RepRisk

Candidate requirements

- You have 2+ years of experience in office administration, HR and/or recruiting
- You are proficient in MS Office suite (Excel, Word, PowerPoint, Outlook); experience with MS Sharepoint, MS Teams, and any HR systems would be an advantage
- Understanding of Ontario labor law and/or pay and benefits practices would be an advantage
- A highly organized self-starter, you deliver assigned tasks without constant monitoring, paying attention to detail and ensuring high quality standards in your work
- You are a great communicator (written and oral) and enjoy working with people, interest in sustainability would be a plus
- You are fluent in English

Please note that at this time we can only consider candidates with a valid work authorization in Canada.

What We Offer

- A long-term employment opportunity at a growing, international company
- Chance to make a significant contribution to the field of sustainability
- Dynamic work environment with a cool, multilingual team
- Flexible working hours, health and dental benefits
- Central office location next to the Distillery District, coffee and healthy snacks provided

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