

POSITION DESCRIPTION

HUMAN RESOURCES ASSISTANT

POSITION SUMMARY

Reporting to the Human Resources Manager, the Human Resources Assistant is responsible for providing administrative and human resource support in a number of Human Resources functional areas. As the first point of contact regarding Human Resources matters, the Human Resources Assistant exercises good judgment in assisting managers and staff on a variety of human resource matters.

OVERALL ACCOUNTABILITIES:

Staffing:

- Assist in Recruitment by preparing job postings, setting up interviews, checking references, preparing draft documents for hire, etc. and drafting offers of employment in accordance with established guidelines.
- Prepares new employee orientation packages for the commencement process in accordance with established guidelines.
Coordinates and participates in recruitment activities such as career fairs and on-campus recruitment.
Assists in coordinating the updating of job descriptions and human resource policies and procedures in accordance with established guidelines.
Assist in maintaining personnel files in accordance with established guidelines, ensuring that the integrity and confidentiality of employee information is preserved, at all times.

Human Resources Administration:

- Maintains a variety of confidential and sensitive employee information such as letters of corrective action, performance appraisal documents, medical notes and correspondence.
- Assists in maintaining all related H.R. filing systems including, competition file, personnel files, employee medical files, position administration files, etc.
- Scanning of HR files/documents
- Provides routine support and guidance to managers on the interpretation of policies and procedures and other administrative duties as required.
- Routinely audits completed performance evaluations and identifies and reports on learning needs trends.

- Assist in maintaining the Agency's human resource information system (HRIS) and ensures the integrity of data in relation to employee demographics, approved agency positions, drivers licenses, etc.
- Maintains, updates and designs in accordance with established guidelines, a variety of standard Human Resources forms and templates.
- Assist with setting up company Human Resources Training
- Perform other duties as assigned.

Health and Safety:

- Assist with all requirements relative to the Occupational Health and Safety Act.
- Assist the Joint Health and Safety Committee and ensures that all relevant health and safety documentation and records are maintained in accordance with legislative requirements and the Agency's policies and procedures.
- Participates in a variety of workplace wellness initiatives.

Qualifications:

- Post-secondary degree or diploma in human resources, business, or other related discipline.
- A minimum of three (3) years of related experience.
- Broad knowledge of all functional human resources programs and services.
- Must demonstrate technical competence in a variety of MS applications and HR software applications.
- Experience working with First Nations people Knowledge.

Skills and Abilities:

- Sound knowledge and understanding of all relevant provincial legislation, regulations, and acts.
- Excellent verbal and written communication skills.
- Excellent organizational and analytical skills and abilities to prioritize multiple demands.
- Strong time management and organizational skills.
- Ability to demonstrate initiative and work under minimal supervision.
- Ability to work flexible hours.
- Ability to speak a First Nation language will be considered a major asset.