



POSITION DESCRIPTION

POSITION (TITLE):	Human Resources Administrative Assistant	DIVISION:	Corporate Services
REPORTS TO:	Manager, Human Resources	UNION AFFILIATION:	Non-Union
PREPARED / REVIEWED BY:	Manager, Human Resources	DATE:	(R) October 2020 (R) November 2022
APPROVED BY: Director	Chief Executive Officer	DATE:	October 2020
SUPERSEDES:	March 2011; October 2020		

POSITION SUMMARY:

Reporting to the Manager, Human Resources, the Human Resources Administrative Assistant provides confidential administrative support to all areas of the human resources portfolio, including Recruitment, Hiring and Orientation, Health and Safety, Training and Student and Volunteer Coordination. This role also maintains human resources information and related records systems in compliance with Health Unit policy and applicable legislation.

DUTIES AND RESPONSIBILITIES:

1. Provides confidential and general clerical support including:
 - Responding to internal and external inquiries, redirecting as appropriate;
 - Scheduling appointments regarding human resource related matters and preparing related documentation;
 - Assisting in the coordination of conference/workshop registration and related travel and accommodation;
 - Arranging and coordinating meetings, booking facilities and resources, setting up equipment and resources as needed;
 - Maintaining, updating and posting the staff phone list.
2. Supports the HR Team on various committees (JHSC, Wellness, Pay Equity, etc.) by coordinating meetings, preparing agendas, recording and distributing minutes and follows up on items for each committee as required.
3. Purchases program resources and supplies in accordance with health unit policies and procedures, and completes and maintains all supporting documentation for reconciliation.
4. Supports the Recruitment and Selection process by preparing competition files, receiving resumes, arranging interviews with candidates, preparing interview packages, booking facilities, reserving and setting up required equipment and resources, maintaining competition documentation and facilitating the reference check process.
5. Supports the Hiring process by preparing employment contracts per the Human Resources Generalist's direction, arranging and preparing a schedule of corporate orientation sessions for new employees with appropriate departments (e.g., Payroll and Benefits, Purchasing, IS, Policies, H&S,

etc.). Also facilitates the collection of all required documentation relating to conditions of employment and conducts components of the orientation process.

6. Supports the Corporate Training program by making arrangements, room bookings, liaising with facilitators, refreshments, attendance tracking and maintaining related records.
7. Maintains up to date personnel records and assists in the monitoring of employee records to ensure compliance in areas such as training, performance management, licensing documentation, H&S requirements, flu immunizations, criminal reference checks and runs reports as requested by the Human Resources Manager and/or Human Resources Generalists so they can ensure compliance.
8. Coordinates volunteer placements in collaboration with Program staff by facilitating the application and orientation process, maintaining related records and statistics.
9. Coordinates Staff Recognition Awards and activities, including maintaining accurate records of award recipients, making all arrangements, purchasing gifts, liaising with facilitators and speakers. Facilitates the evaluation of the Staff Recognition program, prepares reports and recommendations for improvements.
10. Assists in developing and maintaining up-to-date administrative policies and procedures required for the Human Resources portfolio.
11. Understands and implements records management processes for the HR department including the proper collection, storage, retention and disposal of records.
12. Enters employee data into the Human Resource Management System (HRMS) and runs reports as required for Management.
13. Maintains appropriate program statistics/information and prepares reports as required.
14. Acts as a first-line contact for the Human Resources department and communicates effectively to ensure quality service and main external relationships.
15. Demonstrates strong interpersonal skills including: effective problem solving, diplomacy, tact and conflict management.
16. Performs all other related duties as requested.

QUALIFICATIONS / REQUIREMENTS:

- College Diploma in Office Administration with a minimum 2 years' experience performing confidential or administrative duties. Experience in a Human Resources department is an asset.
- Demonstrated proficiency in a Microsoft Office environment (Word, Excel, Outlook, Power Point)
- Advanced database experience (HRMS, Excel)
- Strong client focus orientation
- Ability to prioritize constantly changing and conflicting priorities while meeting strict and tight deadlines and working under pressure
- Ability to use tact and discretion in dealing with confidential issues
- Demonstrated communication, interpersonal and organizational skills
- Willingness to occasionally work irregular hours
- Valid driver's licence and access to a vehicle