

Position Description

Position Title: HR Assistant
Department: Administration
Last Updated: January 2023
Classification: CS2

where it all happens.

Summary

The HR Assistant provides a diverse range of confidential support to ensure the smooth delivery of human resources (HR) and health and safety programs, including recruitment, compensation and benefits, training and development and employee relations. This position also provides general administrative support to the Corporate Services department including scanning services and may act as the Executive Assistant to the CAO and Mayor as required.

Key Duties & Accountabilities

- Provides administrative assistance for Corporate and HR services including supporting recruitment by posting jobs, scheduling interviews, preparing materials, and drafting offer letters
- Coordinates onboarding for new hires and maintains personnel records and other HR data in a strictly confidential manner
- Builds relationships and responds to inquiries while providing information and strong customer service to internal and external clients
- Accurately prepares, processes, tracks, maintains, and updates a variety of HR correspondence including letters, documents, reports, and files
- Provides support on HR projects and initiatives related to training, employee recognition, benefits, onboarding, employee health and wellness, recruitment, and compensation
- Supports employee events and staff functions
- Assists with the development and implementation of safety policies, programs, and procedures to ensure compliance with required standards and legislation
- Attends Joint Occupational Health & Safety Committee (JOHSC) meetings as minute-taker and HR representative
- Coordinates employee and JOHSC safety training and maintains training records
- Communicates health and safety related information and ensures new guidelines are implemented and understood by all staff and relevant parties
- Reproduces original documents for all City departments and sets scanner specifications (colour, dimensions, size) to ensure that documents will be reproduced as accurate replicas of the originals
- Ensures that all documents for reproduction are tracked and logged
- May act as the Executive Assistant to the CAO and Mayor
- May be requested to work outside office hours, including in support of local emergencies
- Performs other related duties as required

Qualifications

- Post-secondary education or courses/training in Office, Business or Local Government Administration, plus 3 years' related experience (or an equivalent combination)
- Certificate or diploma in Human Resources or Occupational Health and Safety is an asset

- Occupational First Aid Level I (or ability to obtain)
- Class 5 BC Drivers License
- Knowledge of human resources and health and safety regulations and best practices (e.g. *Employment Standards Act, Workers Compensation Act, Human Rights Code*, etc.) is an asset
- Well-developed planning, organizing, and problem-solving skills
- Excellent computer skills, with a high level of proficiency with Microsoft Office Suite, and the ability to learn new software quickly
- Demonstrates a high degree of attention to quality of service, details and accuracy
- Ability to work independently, exercise good judgement and effectively handle conflicting priorities
- Ability to prepare and analyze statistical data, reports, and presentations
- Ability to establish and maintain cooperative working relationships with individuals and teams
- Ability to deal tactfully and effectively with internal and external contacts and communicate effectively both orally and in writing
- Ability to maintain the confidentiality of information
- A commitment to excellent customer service, continuous improvement, and life-long learning
- A team player with a strong work ethic
- A sense of humour, with the ability to take your work seriously but not yourself