



Human Resources Administrative Assistant

Temporary contract until October 31, 2023

Location: Squamish, BC. In-office role.

Compensation: \$25/hr at 35 hrs/week

Position posted on: January 20, 2023

Closing Date: Open until position filled

Start date: February 2023

End date: Oct 31, 2023

Role Description

The Human Resources Administrative Assistant will support the daily administrative workflow of the HR department with a key focus on maintaining personnel records and files, tracking and filing key documents and certifications, confidential data entry and reporting, providing clerical support and other administrative tasks as assigned.

The Administrative Assistant's support may include, but is not limited to, the following functions of the HR team: recruitment, orientation, benefits administration, training, health and safety and Labour Relations.

The HR Admin Assistant reports to the HR Director, while daily workflow directives will also be assigned and supervised by the HR Manager.

Qualifications, Education/Experience

1. A diploma or degree in Human Resources Management or equivalent/related field: Business Administration, Business Management, etc.
2. Two years recent related experience in human resources or administration
3. Or an equivalent combination of education, training, and experience.

Required Job Skills and Abilities

- Proficiency with Microsoft Office including strong skills in Word, Outlook, Excel, Teams, PowerPoint, and various other applications.
- Strong organization and administrative skills: ability to prioritize multiple tasks, manage competing deadlines, and maintain/create records with a high degree of accuracy.
- Ability to communicate effectively both verbally and in writing including strong grammar, spelling, and proofreading skills.
- Excellent interpersonal skills and customer service skills including the ability to work effectively in a team environment.
- Acts with integrity, professionalism, and maintains confidentiality.
- Follows policies and procedures of the organization.
- Knowledge of HRIS systems. ComVida experience is a strong asset.
- Knowledge of BC Employment Standards Act, Labour Relations Code, and applicable related employment legislation is an asset.
- Understanding of a unionized environment and working with/interpreting a collective agreement is an asset.

Job Duties and Tasks:

- Maintains and updates employee records, related forms and reports related to employment status. This includes both digital and paper copies of documentation.
- Supports process and organizes related personnel forms as required for: requests for sick pay, vacation requests, leave management, performance reviews, and exit/terminations.
- Sends out correspondence to employees and managers re: upcoming certification expiry dates and/or documentation requirements. Assists in scheduling courses for employees.
- May participate in management meetings, committee meetings, and other collaborative events.
- Manages a large volume of confidential information.
- Participates in all aspects of the Health and Safety Program including safety and emergency procedures, to provide a safe work environment. Reports all concerns to the HR Director.
- Assists in recruitment process as necessary: creating job postings, checking references, drafting correspondence to new hires, supporting the orientation process.
- Other duties as may be assigned.

Requirements:

- All successful applicants must pass the vulnerable sector Criminal Record Check applicable to Provincial guidelines
- Signed Confidentiality and Employee Agreement form
- Approved reference checks
- Proof of full vaccination against Covid-19

Vacation & Leave: Employee will accumulate 6% vacation pay on all hours worked. This equates to a vacation accrual of approximately 10 days/2 weeks' vacation for the temporary placement.

Health and Wellness Benefits: After 3 months, employee will be eligible to enroll in an extended benefits program that covers dental, vision, prescription medication, select alternative therapies, life insurance, and more. The premiums of the plan are 100% employer-paid.

Retirement Pension: When eligible, an employee will be enrolled in the Municipal Pension Plan with a matching contribution by SSCS.

Other Perks: Casual dress, paid sick days, on-site parking, Employee and Family Assistance Plan, and more.

Apply today at: jobs@sscs.ca

We will be reviewing applicants as they are received. While we thank all candidates who wish to apply, only those selected for consideration will be contacted.

Please note that this position is funded by a grant. Salary is not negotiable at this time.