



Administrative Assistant – Human Resources Internal/External Job Posting

As a neighborhood-based organization, our purpose is to strengthen the health and vitality of the community by:

- *Identifying and responding to community needs*
- *Collaborating to enhance the lives of those we serve*
- *Cultivating effective, sustainable partnerships*

The Opportunity

We are in the process of amalgamating our organization with another located in Langley to better serve the community and be able to provide a wider variety of programs. As a result of this we are looking for a high energy and motivated Human Resources Assistant. Working under the leadership of the Human Resources Manager, this position will provide administrative support with the day-to-day operations of the human resources functions and programs at two separate locations and will carry out responsibilities in a wide variety of areas.

The ideal candidate will have worked in a human resources role, preferably in the not-for-profit sector and within a unionized environment, for a minimum of two years. We are looking for a high energy, can do person, who thrives in a fast paced environment and can handle changing priorities with ease. This position will give the successful candidate the opportunity of taking their experience to the next level and allow them to grow within the organization as we grow..

JOB POSTING:	2018HR-0100
DATE:	May 15, 2018
POSITION:	Administrative Assistant – Human Resources Bargaining Unit Exempt Position
HOURS OF WORK:	Permanent Part Time – 15 Hours per week Flexible Days and Times
SALARY RANGE:	\$20.55 per hour
BENEFITS:	Not Eligible
START DATE:	June 18, 2018
CLOSING DATE:	June 8, 2018

A. Key Duties and Responsibilities

1. Administers and maintains employee personnel files and is required to update, maintain and review files as necessary. Makes recommendations to address related employment issues such as performance issues, absenteeism rates and training requirements.
2. Assumes first point of contact for former, prospective and current employees. Conducts reference checks, provides employment confirmation letters, drafts and

- circulates job postings, assists in creating job descriptions and assists employees with Health and welfare benefit related questions, and claims.
3. Drafts confidential employment related letters to include; letters of expectations, corrective action, written warnings and termination.
 4. Administers and maintains a variety of databases which collect information for management. Generates management reports from information collected.
 5. Ensures that all materials are prepared for leadership and staff meetings. Records and produces meeting minutes as required for general and disciplinary action meetings.
 6. Organizes meetings conferences, training seminars and other such events which may include: arranging participants, booking meeting rooms, arranging supplies etc. May assist with or participate in public relations activities/events as required.
 7. Organizes and files confidential employee documentation.
 8. Provides support to the leadership team with various facets of workload as required
 9. Updates and maintains spreadsheets for Criminal Record Checks and First Aid Certificate expiry dates for employees and volunteers.
 10. Assists with onboarding and orientation of new employees.
 11. Manages the Reward & Recognition Program.

Qualifications:

1. Education and Knowledge

- Diploma in or currently enrolled in a Human Resources Management Program
- Completion of grade 12 and intermediate office administration courses or equivalent
- Working toward an CPHR designation an asset

2. Training and Experience

- One to three years of general office and human resources experience that includes some supervisory experience.
- Experience working in a unionized environment an asset

3. Skills and Abilities

- Various word processing, spreadsheet, Powerpoint, databases and other applications and software knowledge.
- Professional, confidential, friendly, courteous, respectful and motivated.
- Excellent research abilities and interest in training and development of employees
- Knowledge of human resources principles and best practices.
- Ability to keep all personnel information confidential
- Ability to work on a number of projects and tasks simultaneously,

- Excellent interpersonal, decision making, organizational, time management and prioritization skills.
- Ability to anticipate needs, use good judgment, meet project deadlines and work independently with minimal supervision.
- Excellent communication and presentation skills
- Working knowledge Of British Columbia employment law and labour standards
- Demonstrated interest in the social services sector

4. Other Information

- Current First Aid certification
- Current Criminal Record Check
- Use of a personal vehicle

Send Resume and Covering Letter in a PDF format to: Encompass Support Services Society
Attention: Human Resources
20618 Eastleigh Crescent, Langley, B.C. V3A 4C4
Fax: 604-534-8802 Email: hr@encompass-supports.com
Closing Date: Friday June 8, 2018 at 4:30 p.m.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. No phone calls please.