

Position Title(s):
Human Resources Assistant

Reference No.:
HR_Student

Department:
Support Services - HR

Revision Date:
January, 2018

Position Status: Permanent Full Time Term Position
 Permanent Part Time Student Position

Position Description

<i>Reports & Responsible To:</i>	Reports to: Senior HR Specialist Responsibilities to: VP, Human Resources, HR and Learning & Development Specialist
<i>Position Summary:</i>	This position will have an opportunity to observe the workings of the human resources department while performing a variety of tasks and projects. This term position will commence in May and be completed in August 2018.
<i>Detailed Responsibilities:</i>	<p>HR Administration:</p> <ul style="list-style-type: none"> Assist on routine and non-routine HR tasks including by not limited to updating job descriptions, preparing performance management documents, recruitment, onboarding, and training development. Assist in the implementation and day to day management of company's HRIS. <p>Payroll:</p> <ul style="list-style-type: none"> Assist with the data entry of hourly payroll ensuring internal controls are followed and governing legislative standards are met. <p>Student Program:</p> <ul style="list-style-type: none"> Assist in the planning, development, execution and analysis of company's intern and student program. Liaise with managers to identify departmental needs and find future student opportunities. Conduct research regarding future initiatives. Recruit students for a variety of positions. <p>Company Wellness:</p> <ul style="list-style-type: none"> Working with the HR team further develop initiatives for company wellness program. Research activities that promote overall wellness and plan monthly events working within a defined budget. Manage wellness points and track program usage by employees.

	<p>Administrative Support</p> <ul style="list-style-type: none"> • Provide administrative support to members of the HR team as required. • Other duties as time allows and as assigned.
<p><i>Qualifications:</i></p>	<ul style="list-style-type: none"> • Currently enrolled in a relevant diploma or degree program. • A strong interest in Human Resources. • Ability to work with the utmost of discretion and confidentiality adhering to strong professional ethics. • Must demonstrate excellent attention to detail. • Excellent communication skills, both written and oral. Must be able to communicate effectively with strong personalities and stakeholders at all levels. • Proficiency with Microsoft Office with an emphasis on Excel and Word. • Ability to work both collaboratively and independently. • Must be able to adapt and prioritize to rapidly changing situations and fast-paced/demanding environments. • Flexible schedule – Must be able to work a limited number of evenings as necessary.