

Nature of the job

Provide support to the Human Resources Manager to ensure the effective operation of the Human Resources Department. The Human Resources Assistant plays an integral part of the team by providing support in a wide range of areas. There is a focus in this position on high volume recruitment, reporting, managing content for the HR portal, and participating on the Joint Occupational Health and Safety (OHS) committee.

The successful candidate for this position exhibits strong initiative, a positive customer service-oriented attitude, and is very detail oriented. You will also have the opportunity to assist with HR related programs, including but not limited to health and wellness, and the social committee.

Duties and Responsibilities

- Provide recruiting support in areas such as postings (internal and external), maintaining contact with applicants via email and telephone, schedule interviews, assessments, and conducting criminal record and reference check.
- Perform clerical duties including handling and filing onboarding courses such as WHMIS, Anti - Harassment and Anti-Violence in the workplace, etc.
- Maintain employees file updated with latest modifications, with hard copies and electronic files, responsible for the HR portal content and reporting
- Preparing and/or formatting documents such as letters of offer, letter of employment, onboarding documents updates
- Prepare travel schedules, book travel arrangements, and make reservations for CityWest staff.
- Responsible for employee engagement activities and HR initiatives
- Assist with the development and implementation of OHS programs and initiatives
- Data entry and tracking of health and safety forms and resources, and WorkSafe BC (WCB)
- Coordinate training and maintain employee training records
- Other duties as required

Education

- Bachelor's degree in a field related to the position, such as human resources (an asset)
- College Certification in HR related courses (required)

Experience

- Must have at least one (1) year of relevant HR administration experience
- Experience in OHS an asset

Competencies

- Possess a valid driver's license
- Ability to maintain confidentiality in all aspects of the job, required.
- Excellent listening and communication skills both verbal and written.
- Ability to work independently as well as part of a team.
- Take initiative and has a willingness to take on additional responsibilities.
- Demonstrate strong organizational skills and attention to detail.
- Proficiency in MS Office, Teams, and ability to learn new technology quickly
- Highly approachable, positive, empathic, resourceful, and customer service oriented; must love people