

JOB DESCRIPTION

Position Title : Human Resources Assistant **Position #A301-19**
Dept/Branch : Human Resources Department
Reports to: : Director of Human Resources
Position Supervises: N/A

I. Position Summary

Under the general direction of the Director of Human Resources, the Human Resources Assistant is an exempt position responsible for administrative support to the Director of Human Resources and the Management Team. The Human Resources Assistant provides administrative support and coordination for various human resources department programs and initiatives, including recruitment, systems administration, employee relations, benefits and HR administration and corporate training.

The incumbent exercises some independent judgement and follows established Okanagan Regional Library policies, procedures and practices.

II. Accountabilities

1. Administrative Support

Provide administrative support for the Director of Human Resources and management staff.

Coordinate and liaise on various Human Resources programs, processes and initiatives.

2. Recruitment

Provide administrative support for recruitment including posting process, data entry, document control and customer service.

Provide guidance and information to management and staff on recruitment processes.

3. System Administration

Update, maintain and report on all Human Resources systems.

Compile and analyze reports for quarterly, annual and special projects.

Maintain and update Human Resources internal and external websites.

Develop graphic presentations utilizing PowerPoint and other software.

4. Employee Relations

Coordinate and administrate a variety of reward and recognition programs.

Provide information to managers and employees on a variety of Human Resources programs and procedures.

Assist employees with questions relating to recruitment, website, forms, pay and benefits.

Provide assistance with the distribution of forms and information to benefits carriers, disability carriers, WorkSafe BC, Payroll, managers and employees.

5. Corporate Training

Provide support in the identification, coordination and development of training needs and programs.

Coordinate, schedule and track training and development delivery; coordinate special functions and events.

III. Working Conditions

Works in an office environment, continuous use of computers, frequent interruptions. Occasionally travels to branches and meeting sites.

IV. Job Specification

Education

Grade 12 or equivalent

plus

Diploma in related program with emphasis on human resources, human resources information systems, business and/or finance. Payroll experience an asset.

Related Experience

Minimum of two (2) years in a human resources environment, or equivalent combination of training and experience.

Knowledge of human resources practices and collective agreements.

Other Requirements

- Knowledge of Employment Standards
- Understanding of Collective Bargaining
- Knowledge of WorkSafe regulations
- Strong oral and written communication skills, with the ability to work independently as well as in a team environment.
- Strong organizational skills.
- Well established time management skills
- Aptitude for detailed work.
- Ability to communicate with courtesy, tact and interest with staff and all sectors of the public.
- Considerable knowledge of computer software applications.
- Ability to manage multiple priorities at the same time.
- Valid B.C. Driver's Licence.

Carla Phillips, Director of Human Resources _____

Date: May 23, 2019 _____

Approved by:

Don Nettleton, Chief Executive Officer _____

Date: May 23, 2019 _____

INPUT PROVIDED BY:

Name	Position	Location
Carla Phillips	Director of Human Resources	Headquarters