



JOB AD

HR CLERK, CANADA SUMMER JOB – 2024

Options Community Services Society (OCS) is a not-for-profit social services organization providing social services south of the Fraser River from early years to seniors. Our programs and services are only possible through the power of collaborative partnerships with individuals, businesses, community groups, and government who share in our vision to support a healthy, caring community where everyone thrives.

Options Community Services is seeking a highly motivated and detail-oriented individual to join our team as an HR Clerk for the Canada Summer Jobs 2024 program. This is a temporary full-time position dependent on funding.

As an HR Clerk, you will play a crucial role in supporting our Human Resources department in various administrative tasks and projects.

Responsibilities include but are not limited to:

- Assisting in the organization and maintenance of HR records, including but not limited to employee files, onboarding documents, and other confidential information.
- Ensuring accuracy and completeness of all documentation, following established filing systems and protocols.
- Collaborating with the HR Assistant to coordinate recruitment activities, including scheduling interviews, communicating with candidates, and facilitating the onboarding process.
- Working closely with the Deputy Executive Director and HR team on projects, contributing to the development and implementation of HR initiatives.
- Responding to general HR inquiries and provide administrative assistance to the HR team as needed.

The successful candidate will be currently enrolled in a relevant program, demonstrating a keen interest in pursuing a career in Human Resources. Previous experience in HR or administrative support is highly valued. The Ideal candidate will possess strong organizational skills, attention to detail, and the ability to maintain confidentiality. Excellent communication skills, both written and verbal, are essential. Proficiency in Microsoft Office Suite and a proactive, positive attitude are key attributes we are seeking. If you are a dedicated and enthusiastic individual ready to take on a challenging and rewarding role, we encourage you to apply!

This role will require the incumbent to undergo a Police Information Check (PIC), and a Vulnerable Sector Check by the Ministry of Justice. This position will be paid at an hourly rate of \$16.75.

Eligibility Requirement:

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,



- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Application Process –

To apply for this exciting opportunity, please submit your resume and a cover letter outlining your relevant experience and expressing your interest in the position. Please send your applications to careers@options.bc.ca.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Options Community Services is an equal opportunity employer and is committed to promoting diversity and inclusion within our workplace. We encourage applications from all qualified individuals.