



POSTING

HUMAN RESOURCES ASSISTANT Permanent Full Time - 35 hrs per week

Human Resources Department

The Human Resources Assistant is an integral part of the HR function at Options Community Services. The successful candidate will provide support within the Human Resource department and will report to the Human Resource Manager.

Key Duties and Responsibilities:

- Responsible for receiving job posting requests and ensuring postings contain accurate information, prior to being processed/advertised.
- Responsible for ensuring job vacancies are posted to the agency website and other outside posting boards as required.
- Arrange and conduct new-hire onboarding meetings, ensuring all relevant pre-employment information is shared with candidates and mandatory employment documents are collected.
- In consultation with the HR Manager, create Employment Agreements, Offer of Employment Letters and employment verification letters.
- Responsible for entry of new employee information into the HR Information System.

Education, Training, and Experience

- A diploma or certificate in Human Resource or a related field preferred.
- One year of relevant Human Resource or office experience is preferred.
- An equivalent combination of education and experience will be considered.
- Experience working with an online HRIS system, such as *Payworks* is an asset.
- Intermediate level of computer proficiency - particularly in Microsoft Word and Excel is required.

Job Skills and Abilities:

- Proven time management, analytical and organizational skills.
- Proficiency in written, oral and interpersonal communications.
- Service-oriented mindset and the ability to be both pro-active and responsive to employee and management enquiries.
- Ability to identify sensitive issues and maintain confidentiality.

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE: March 11, 2019

PLEASE APPLY TO: Vanessa Masters, Human Resource Manager
Options Community Services Society

Email: Vanessa.masters@options.bc.ca

Please include a cover letter clearly indicating the posting number #A21287 and outlining your qualifications and related experience for the position.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 03/04/2019

OCS Posting #:A21287