

HUMAN RESOURCES ASSISTANT

Regular, Part-time (21 hours per week)

The newly created position of Human Resources Assistant will play a key role in supporting our Human Resources function with various administrative tasks and ensuring the smooth operation of HR processes and initiatives. This position will report directly to the Director of Human Resources and will work 21 hours per week (schedule to be determined).

ACCOUNTABILITIES

- Assisting with the recruitment process by posting job openings, reviewing resumes, scheduling interviews, and conducting initial screenings
- Coordinating new hire onboarding activities, including preparing new hire paperwork, conducting orientations, and assisting with employee training
- Maintaining employee records and ensuring accuracy and compliance with company policies and regulations
- Assisting with benefits administration, including enrollment, changes, and inquiries
- Providing administrative support for HR programs and initiatives, including, but not limited to employee engagement activities, performance management processes, and employee recognition programs
- Leveraging and mastering software such as a Learning Management System (LMS) and an Applicant Tracking System (ATS), in order to streamline various HR and Agency processes
- Responding to employee inquiries and providing assistance on HR-related matters
- Through a lens of organizational excellence, contributes to an inclusive and respectful workplace culture within the organization(s)
- Assisting with various HR or Agency projects as needed.

QUALIFICATIONS

Education, Training and Experience

- Completion of Human Resources Diploma from a recognized educational institution
- One to two years of prior experience in an administrative role, preferably in Human Resources
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Ability to handle confidential information with tact and discretion
- Proficiency in Microsoft Office Suite
- Aptitude for quickly learning and adapting to new software applications
- Ability to multitask and prioritize tasks effectively in a fast-paced environment
- Knowledge of Labour Relations as well as employment laws would be an asset.

ADDITIONAL REQUIREMENTS:

- Clean Criminal Record
- Current First Aid Training and CPR
- Must have a valid unrestricted Class 5 B.C. Driver's License\
- A clean driver's record check (annually)
- Must have an available, reliable vehicle and vehicle liability insurance in accordance with Community Services policies and procedures

Maple Ridge/Pitt Meadows Community Services is an accredited, multi-service charity dedicated to providing quality programs and services to Maple Ridge and Pitt Meadows for over 50 years.

For more information, please visit www.comservice.bc.ca

The starting hourly rate for this excluded position is \$26.74 per hour.

Please submit your cover letter and resume to:

Kerry Pavan, Director of Human Resources

kpavan@comservice.bc.ca

no later than February 22, 2024

We are committed to recruiting a diverse workforce that represents the communities we proudly serve, while encompassing the principles of equity, inclusion and diversity. We strongly encourage applications from people of colour, Indigenous Peoples, persons with disabilities, people of all gender expressions and sexual orientations including queer, trans, and two-spirit people. In our words and actions, we recognize the challenges for those facing inequalities, while acknowledging our privilege, as we continuously strive to remove bias and reduce barriers that individuals may experience in the hiring and job-seeking process. We invite feedback from all applications who apply for roles within the Agency.