



<b>EMPLOYMENT OPPORTUNITY POSTING # 17-AD-HR-01</b>
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Fraserside Community Services Society invites applications for the following position:

## **HUMAN RESOURCES ASSISTANT**

The Human Resources Assistant supports the development and implementation of human resources policies, procedures, systems and practices that further the agency's overall human resource needs and requirements. The Human Resources Assistant is responsible for carrying out day-to-day human resources administrative and clerical support duties that pertain to bargaining unit and excluded staff recruitment processes; HR documentation and personnel files; administration of health and welfare benefits; preparation, planning and tracking of employee training; administrative support to the CEO for Board activity; HR data/information management systems and reporting requirements.

### **Qualifications:**

- Diploma in Business Administration, preferably in Human Resources and three years previous experience working in a Human Resources position and/or a combination of related post-secondary education and experience
- Excellent computer skills including Windows operating system, MS Office, and human resources software, email and Internet; experience with Ceridian Insync is an asset
- Demonstrated proficiency with database management, record keeping and efficient office practices and procedures
- Highly organized, intuitive and able to balance multiple priorities while demonstrating a high degree of confidentiality and strong attention to detail
- Solid time management skills and ability to prioritize and adjust to emergent issues
- Familiarity with CARF accreditation standards an asset
- General knowledge of various employment laws and practices and experience working in a unionized environment
- Demonstrated ability and commitment to working effectively with diverse populations
- Excellent communication skills
- Valid Non-violent Crisis Intervention certification

Salary: This is a part-time excluded position 30 hrs/wk with compensation starting at \$24.61 per hour.

All applicants are requested to quote the posting name and number in their application for employment. Please apply with cover letter and resume noting qualifications, experience and any other information that may assist the Society in arriving at a hiring decision.

**POSTING CLOSE: 27 October 2017**

### **Apply to:**

Stephen LeBlanc, Human Resources Manager

E-mail: [hr@fraserside.bc.ca](mailto:hr@fraserside.bc.ca)

Web site: [www.fraserside.bc.ca](http://www.fraserside.bc.ca)

**Fraserside is an equal opportunity employer. We thank all applicants for their interest in Fraserside. Only those selected for an interview will be contacted.**