

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

JOB SUMMARY: An employee hired to perform a multitude of tasks and duties pertaining to the organization, dispatching, accounting, secretarial and clerical functions of the human resources department, who is responsible to the Human Resources Coordinator.

QUALIFICATIONS REQUIRED:

1. Minimum of one-year Office Administration Certificate from an accredited institution.
2. Minimum of one-year Accounting Certificate would be considered an asset
3. Minimum two years clerical and/or dispatch experience would be considered an asset.
4. Driver's license

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Develop effective work methods to handle assigned tasks.
3. Be self-directed, flexible and work independently.
4. Maintain confidentiality.
5. Work in a busy environment with constant interruption.
6. Work in disagreeable and/or hostile conditions with tact and diplomacy.
7. Be self-directed, work independently and/or work collegially in a team environment.
8. Operate and maintain office equipment related to the position.
9. Complete specialized and technical reports (work request system development).
10. Solve problems related to the position.
11. Apply strong organizational skills.

RESPONSIBILITIES AND DUTIES:

1. Responsible for assisting in the organization and function of daily operations.
2. Responsible for dispatch of CUPE casuals and TTOCs
3. Monitoring absences for employees and reporting to various applicable employees/managers
4. File and distribute correspondence related to WorkSafeBC claims and STD claims
5. Maintaining employee personnel files
6. Provide guidance and support to staff and others for tasks that require assistance.
7. Assisting applicants in the application and posting process
8. Assisting Executive Assistant and Human Resources Coordinator with postings
9. Ensuring databases are accurate and up to date
10. Assisting other departments with needs as they pertain to human resources
11. Maintaining information and access in the HR Web Portal
12. Design and maintain various documentation for advertising, brochures, training manuals

13. Meet required deadlines
14. Prepare routine and confidential correspondence from oral or written instructions.
15. Maintain employee confidentiality
16. Sort and distribute mail and emails from various email accounts
17. Responsible for maintaining office supplies
18. Attend various meetings and perform all duties related to organizing meetings. ie: note-taking, agendas
19. Perform other job-related duties.