



Human Resource Assistant - Job Posting

Position Title: Human Resource Assistant

Position Type: Part Time

Wage: Competitive wages start between \$23 - \$26 per hour based on professional experience, education, and personality qualities

Posting Summary:

The HR assistant is responsible for assisting with the day to day tasks of the human resources department and supports a wide range of HR activities including general administrative duties, recruitment and employee development, employee database management, management of benefits, employee liaison and the creation and implementation of HR policies and procedures.

Are YOU organized, detail oriented, methodical, professional and uphold the highest standards of confidentiality and privacy?

Are YOU professionally polished, have a dynamic personality and are able to earn the respect of all agency stakeholders?

Are YOU eager to play a vital role in ensuring a high standard of delivery in the Human Resources Department?

Duties and Responsibilities

- Assist with the recruitment process by identifying successful candidates through resume review, performing reference checks, and at times, participating in interviews.
- Assists with the onboarding of new employees, ensuring they remain connected to the organization and are following the steps necessary to learn their role(s).
- Maintain employee files and records by monitoring active and expired documents and ensuring each employee file is up to date and the filed documents are active and correct.
- Schedule interviews with candidates and other Senior Managers and Directors.
- Assisting the HR manager with identifying HR related policy changes and the integration with our HR Manager's Field Guide.
- Assists with writing job descriptions, job ads / job postings, as well as the annual review of all postings to ensure accuracy and relevance.
- Assist with notifying staff and with monitoring the completion of all staff performance reviews.
- Assists with monitoring the company email system.
- Support the processing of all open Worksafe BC claims, following up with Regional Managers and ensuring that all elements are being attended to in a timely manner.
- Perform other related duties as required by the HR Manager.

Qualifications

- Must have a working laptop computer / or desktop computer, and access to a home-based office with internet and sufficient privacy for confidential phone and video calls
- Ability to communicate effectively, both orally and in written English
- Detail oriented with very strong administrative, organizational and time-management skills
- A clear commitment to the role for 2+ years, and a clear vision for how the position fulfills their own professional aspirations
- Interest in and ability to learn and grow professionally with goals that align with the position and the development of the organization
- Excellent phone manner which conveys confidence, warmth, and professionalism, can-do attitude and exceptional customer service skills
- Exceptional computer skills and openness to learning novel software systems

Why join the Pivot Point team?

If you have a passion for ensuring a high quality HR experience to our staff, so they feel empowered to deliver their best to our clients with diverse abilities, and you love leading and inspiring teams towards excellence, join Pivot Point so we can work together to create positive change!

This is a part-time, self-scheduled, work-from-home position within a supportive and collaborative administration team. You will manage your own time schedule. Come build a great career at Pivot Point!

To apply, please visit <http://pivotpoint.ca/apply-now> to upload your resume and submit an application.