



## Human Resource Assistant - Job Posting

**Position Title:** Human Resource Assistant

**Position Type:** Full Time (30-40 hours per week)

**Term Type:** Temporary (6 months contract)

**Wage:** Competitive wages start between \$25 - \$28 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 candidate interviews for other HR Staff, Senior Managers and Directors.
- Assist with notifying staff and with monitoring the completion of all staff performance reviews.
- Assists with monitoring the HR email system.
- Assists with internal training coordination via Talent LMS or the MANDT System.
- Assists with maintaining HR file compliance for all staff in accordance with CARF standards.
- Perform other related duties as required by the HR team.

### Qualifications

- Minimum two years of formal post-secondary education in advanced HR practices.
- 3-6 months of full-time experience in HR Administrative roles

- 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 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

### **Working Conditions**

- Primarily a home-based role, with a strong need for a private, distraction free workspace.
- Standard weekday hours with occasional early evenings or weekend availability as needed.

### **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.**