

SENIOR ADMINISTRATIVE ASSISTANT - HUMAN RESOURCES

Division: 4 (Clerical)

Reports to: District Principal(s) of Human Resources and/or Director of Human Resources

Job Summary

With minimal direction, the Senior Human Resources Administrative Assistant is responsible for performing administrative and clerical tasks within a variety of human resource-related areas, such as recruitment, assignment, employee training and development, onboarding, employee engagement, leave and disability management, employee programs and events for teachers and support staff.

The HR Administrative Assistant will be required to perform tasks with deadlines and have expert knowledge in Microsoft Office Applications.

They work cooperatively with other employees, staff, and the public and have a clear understanding and an established practice of client service. Strong organizational, interpersonal, problem solving, verbal, and written communication skills are required.

Duties and Responsibilities

- Establishes and maintains human resource systems, records and personnel files, including performing data entry, e.g. appointments, adjustments, transfers, leaves, criminal record checks, first aid, layoffs, calculating seniority etc.
- Completes payroll entries in a timely manner and liaises with the Payroll Department to ensure accurate entries
- Completes employee documentation including employment verification, seniority checks, qualification certification and criminal record checks.
- Assists employees and external applicants with submitting an application via the school District's service provider Make a Future or any other application system
- Maintains accurate accounts on the applicant system (Make a Future)
- Collates data, prepares and maintains reports, distributes information and provides input on trends.
- Coordinates and compiles monthly reports, e.g. Staffing Reports, Leave Reports, Reports for unions etc.
- Maintains confidential personnel files and employee information relating to the District's operations
- Assists with the posting and filling process including but not limited to processing staffing requisition forms, posting and closing and archiving.
- Inputs and retrieves data relating to employee applications or replacement staff and Teachers on Call.
- Gathers and creates documentation for all new employees.
- Answers inquiries and relays messages to and from School Administrators and other District Staff, Applicants, Ministry of Education/Attorney General, Post Secondary Institutions, Trustees, other school districts, and public by telephone, facsimile, computer, mail, e-mail or in person.
- Assists in coordinating such functions as Orientation for New Staff, First Aid Certification,

Workshops, and various committees.

- Relieves Replacement Staff Facilitator, Reception and other HR support positions as required
- Maintains electronic files
- Duplicates, sorts, collates, shreds, and staples materials.
- Lifts and moves office and paper supplies.
- Performs other clerical or emergent duties.

Equipment Used

- Computer, scanner, printer, facsimile machine, photocopier, telephone, camera, paper cutter, calculator and other office related equipment.

Required Knowledge, Ability, Skills

- Post-Secondary diploma or certificate in Human Resources Management and/or an equivalent combination of education, training and experience.
- At least two years of experience in an office environment
- Advanced knowledge and experience with word processing
- Advanced skills in Excel, able to extract and manipulate data as required and build reports, charts and diagrams
- Advanced skills in employee information systems and database management
- Keyboarding speed of 50 words per minute.
- High accuracy and high level of attention to detail
- Knowledge of FIPPA legislation as it relates to the protection of privacy for employees
- Basic level bookkeeping skills
- Excellent knowledge of Business English, punctuation, spelling and Business Math.
- Presentation skills are an asset
- Ability to develop and implement office systems and procedures
- Ability to organize and prioritize work and work effectively under pressure.
- Ability to maintain close attention to detail for periods of sustained duration to meet deadlines.
- Ability to function well in stressful situations
- Demonstrated ability to manage client relations and service
- Excellent judgment and the ability to adapt to change
- Ability to maintain confidentiality and to work with staff and others with sensitivity and tact.
- Ability to use tact, diplomacy and human relations skills for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation or others when dealing with the public, parents, staff and students
- Ability to build and maintain positive working relationships and to work in a multidisciplinary team-based working environment required
- Criminal record check required through the Criminal Records Review Program

Originated: October 5, 2021