



## Internal/External Posting #2018-017

### HR Assistant (Excluded)

This is a regular part-time position, 20 hours per week, Monday to Friday (may include some evenings), reporting to the Office Manager. This position may require the use of one's vehicle and is located at the King Ed Site in Coquitlam.

### Role and Responsibilities

- Draft postings, hiring letters, letters of expectation, confirmation of employment letters, salary change and confirmation letters, and other related Human Resources documents.
- Maintains the agency personnel records, which includes tracking and coordinating updating of records as needed.
- Facilitates employee registration for health & wellness benefits and supports employees with questions regarding the benefits package, claims and forms.
- Monitors staff attendance at training and professional development events and makes recommendations regarding training opportunities/needs for particular staff (in accordance with agency training policies).
- Arranges interviews and coordinate room bookings and related support activities, including conducting reference checks for potential employees.
- Engages in verbal and written communication and interaction with the Board of Directors, Senior Leadership Team and internal and external individuals and organizations at all levels. The HRA works collaboratively with all internal and external stakeholders.
- Performs a range of agency administrative and clerical duties as well as administrative/clerical duties (often involving material of a confidential nature) for senior management and the Board of Directors. May include arranging confidential meetings and appointments for senior management and the Board.
- Attends Board meetings and senior management meetings for the purpose of taking meeting minutes.
- Provides administrative support to the Board of Directors.
- Supports the upkeep of the agency website and confidential Board page.

### Qualifications

- Strong English verbal and written communication skills, including strong business correspondence skills.
- Ability to exercise independent judgment and discretion to resolve administrative challenges.
- Superior organizational skills and the ability work under time pressures and fluctuating deadlines.
- Excellent interpersonal skills with the ability to work effectively with individuals at all levels.
- High degree of professionalism, diplomacy, discretion and the ability to maintain confidentiality.
- Track record for being a team player and demonstrating a 'can do' approach to the work required.
- Ability to work in a busy, fast paced environment.
- Demonstrated ability to function in a self-directed environment with high tolerance for ambiguity
- Knowledge in the social services and/or non-profit sector an asset

### Experience:

- Prior experience with Human Resources recruitment and documentation requirements.
- Experience with non-profit Board functions, governance and administrative procedures is an asset.
- Completion of a relevant degree or diploma program and a minimum of 3 years related experience.

### Compensation: Commensurate with experience

Please submit your resume and cover letter quoting posting number 2018-017 to:

Aneela Masih, Office Manager | [aneela.masih@sharesociety.ca](mailto:aneela.masih@sharesociety.ca)

*SHARE is committed to equity and values diversity. We welcome applications from qualified individuals of all genders and sexual orientations, persons with disabilities, Aboriginal persons and persons of visible minorities.*