



ADMINISTRATIVE ASSISTANT - HUMAN RESOURCES

COMPETITION # 17-056

Non-Unionized Hourly Position, 35 hours per week
Effective July 4, 2017

Reporting to the Manager of Human Resources, the Administrative Assistant - Human Resources assumes all support duties emerging from the responsibilities of the Manager of Human Resources.

DUTIES AND RESPONSIBILITIES:

- Receives, acknowledges, distributes and files correspondence directed to the Manager of Human Resources including all responses to employment and promotion opportunities and request for leave leaves;
- Drafts correspondence, reports and various documents for the Manager of Human Resources;
- Attends meetings including Negotiations Committee and prepares agendas and minutes as directed and prepares the final memorandum of agreement reached and the revised text of the collective agreements in effect including terms and conditions of employment documents for non-unionized staff members;
- Prepares, updates and files documents originating from the office of the Manager of Human Resources and informs payroll of pertinent information, and maintains all personnel files;
- Ensures that a hiring package is available to all new personnel, enrolls employees to group benefits (or notifies plan administrator of ELHT where applicable), communicates with employees regarding overage dependent requirements, and notifies payroll of applicable premium deductions;
- Ensures that seniority lists are prepared in accordance with the terms of the respective collective agreements;
- Process new hires, terminations and data updates using the HRIS, and provides support to administrators and staff on use of the HRIS;
- Maintains a list and prepares reports on employee assignment status, seniority, vacation entitlement, and leave provisions if any;
- Inputs accident report data (first aid) into tracking software and prepares reports as required;
- Responds to inquiries related to group benefits as to coverage and entitlement regarding plan specifications, or redirects to plan administrator as appropriate;
- Assists the Manager of Human Resources with the tracking of budget expenses and prepares reports accordingly;
- Tracks performance appraisal data and prepares report annually on non-teaching personnel designated to participate in review process;
- Responds to inquiries related to the various job postings, job applications, and the recruitment and selection process;
- Performs all other related duties as requested by the Manager of Human Resources;



QUALIFICATIONS:

- A college diploma in office administration, accounting, business or related field, or equivalent;
- Demonstrated ability to draft reports and correspondence;
- High level of professional discretion, tact and diplomacy;
- Knowledge of office and filing operations;
- Proficiency in the use of spreadsheets, database applications and word processors;
- Ability to prioritize a variety of tasks;
- Exceptional interpersonal, organizational and time-management skills;
- Computer literacy with various softwares including word processors, spreadsheets and a human resources information system; and
- 3-5 years experience in an office setting, preferably in Human Resources.

Salary: As per the terms and conditions of non-unionized staff

Applications may be submitted to the undersigned by
Tuesday, June 27, 2017 at 2 pm.

Mélanie Bidal-Mainville, Manager of Human Resources
Northeastern Catholic District School Board
hr@ncdsb.on.ca

The Northeastern Catholic District School Board is an Equal Opportunity Employer.

Rick Brassard
Chair of the Board

Glenn Sheculski
Director of Education