



ADMINISTRATIVE ASSISTANT - HUMAN RESOURCES

COMPETITION # 19-122

Permanent Full-Time Non-Unionized Position

35 hours per week

Timmins, ON

Effective Immediately

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 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 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 new employees in benefit programs where applicable, and notifies payroll of applicable 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 automated dispatch system, and provides support to administrators and staff on use of these systems;
- Maintains a list and prepares reports on employee assignment status, seniority, vacation entitlement, and leave provisions if any;
- Inputs accident report data into tracking software and prepares reports;
- Responds to inquiries related to group benefits, and 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:

- Completion of a post-secondary diploma in office administration, human resources, business or related area;
- Two to Five years of experience working in a Human Resources environment will be considered an asset;
- Excellent written and oral communication skills;
- Demonstrated ability to draft reports and correspondence;
- High level of professional discretion, tact and diplomacy, strong sense of initiative and time management skills;
- Knowledge of office and filing operations;
- Proficiency in the use of an HRIS, spreadsheets, database applications and word processors;
- Ability to prioritize a variety of tasks;
- Exceptional interpersonal, organizational and time-management skills;
- 3-5 years experience in an office setting, preferably in Human Resources.

SALARY

As per the compensation practices and procedures of non-union support staff.

Interested applicants must forward a cover letter quoting competition number, a resume highlighting education and experience, and the names of three professional references. Applications may be sent to the undersigned in confidence no later than **Wednesday, December 18, 2019 at 4 pm.**

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

**We wish to thank all applicants, however,
only those selected for an interview will be contacted.**

**We are an equal opportunity employer.
Candidates requiring accommodation in accordance with the
Ontario *Human Rights Code* are asked to contact hr@ncdsb.on.ca**

Glenn Sheculski
Chair of the Board

Tricia Stefanic Weltz
Director of Education