



## JOB POSTING: Human Resources Assistant, People Services

<b>File #:</b> 22-625	<b>Status:</b> Temporary Full Time (up to 6 months)	<b>Posting Period:</b> November 25, 2022 – December 1, 2022
<b>Work Location:</b> Providence Care Hospital	<b>Employee Group:</b> Non-Union	<b>Wage Rate:</b> \$26.69- \$31.40

### Position Summary:

Supporting the Human Resources (HR) functions, the HR Assistant provides clerical support of employee & benefits documentation, new hire onboarding, recruitment and staffing procedures, payroll, and strategic initiatives and performs reception functions of busy departmental operations. Providing excellence in customer service, the HR Assistant applies an understanding of human resource fundamentals combined with strong organizational skills, to efficiently and effectively manage a high volume of work flow processes and documentation being delegated by departmental team members.

### Education & Experience:      Key Knowledge, Skills & Abilities:

<p>Three year post-secondary diploma in Business Administration, Human Resources or similar</p> <p>An equivalent combination of education and experience, may be considered</p> <p>One year related work experience supporting professional office functions and performing similar administrative duties</p> <p>Experience with Human Resources Information Systems, preferred</p> <p>Related work experience in a large complex and unionized organization, preferred</p>	<ul style="list-style-type: none"> <li>▪ Intermediate proficiency using Microsoft Office Suite of products (Outlook, Word, Excel, PowerPoint, (MS 2010); ability to use other applications and create reports</li> <li>▪ Familiarity with a HR Information System</li> <li>▪ Demonstrated knowledge of recruitment and selection procedures</li> <li>▪ Demonstrated effectiveness in records management of high volumes of electronic and hard copy records</li> <li>▪ Demonstrated detail orientation when working with high volume of information and multiple stakeholders and employee groups</li> <li>▪ Demonstrated ability to maintain confidentiality of sensitive non-union and unionized employee information</li> <li>▪ Demonstrated commitment to the Mission, Vision, Values, Ethics and strategic directions of Providence Care</li> <li>▪ Demonstrated ability to create an inclusive and welcoming environment that values each individual; respects their values, preferences and unique abilities; and mitigates against the experience of stigma</li> <li>▪ Demonstrated commitment to ongoing process improvement and delivering outstanding quality and results</li> <li>▪ Demonstrated positive approach and resilience toward innovation and change, and ability to quickly adapt to evolving workplace standards of practice</li> <li>▪ Demonstrated understanding and alignment to, expectations and deliverables of the organizational, department and team goals; effective stewardship of resources</li> <li>▪ Demonstrated interpersonal, written and verbal communication skills and ability to demonstrate tact and diplomacy with diverse groups of stakeholders</li> <li>▪ Demonstrated ability to effectively work independently with proven reliability and trustworthiness</li> <li>▪ Demonstrated ability to organize and prioritize work effectively, manage a full work-load and meet deadlines in a busy environment with frequent interruptions</li> <li>▪ Demonstrated trouble shooting skills and ability to problem solve issues that may arise in carrying out the duties of this position</li> <li>▪ Demonstrated commitment to continued learning and professional growth</li> <li>▪ Demonstrated effectiveness as a team member through collaboration, respect and effective communication</li> <li>▪ Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation, promoting a physically and psychologically safe environment for everyone</li> <li>▪ Demonstrated good physical condition to meet the physical demands of the position and attend work on a regular basis</li> <li>▪ Bilingual in French and English language, preferred</li> </ul>
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Please send your updated resume and cover letter in one document, quoting the file number in the subject line to: [work@providencecare.ca](mailto:work@providencecare.ca).  
 Contact Alana Shea, Human Resources Consultant 613.544.4900 x 53454 for a complete list of duties, responsibilities or inquiries.  
 We are committed to inclusive and accessible employment practices – Please notify the above if you require an accommodation to fully participate in the hiring process or require recruitment documents in French.