



School District 8
Kootenay Lake

Group: CUPE

Title: Human Resources Assistant

Department: Human Resources

Location: Board Office

Position Descriptions:

This position is responsible for clerical, administrative, and secretarial tasks in a confidential environment within a Human Resources department. Supports in the recruitment and staffing, and maintenance of the HR information system and employment records. The HR Assistant is auxiliary support for the Human Resources Dispatch Coordinator and Board Office reception.

Reports to:

Director of Human Resources or designate.

Direct Reports:

N/A

Duties & Responsibilities:

- Maintains human resources records and files this includes enter accurate information into the Human Resources Information System. Prepares reports and trains staff on how to use the system.
- Assists in editing and maintaining human resources processes and procedure documents.
- Generates and edits a variety of correspondence including, but not limited to, employee letters, applicant lists, and forms.
- Ensures collection and processing of new and changed employee documentation such as criminal record checks, reference checks, income tax forms, and professional certification documentation.
- Compiles human resource data, information and reports for distribution to district staff, employees, and external agencies.
- Coordinates meetings and events including interviews, workshops and new employee orientation. Reserves rooms, prepares room setup, schedules presenters, and prepares handout materials.

- Receive, sort, and process incoming and outgoing mail. Maintain office supplies and stationery inventory, and complete requisitions for supplies and other service requirements.
- Assists human resources staff with school startup and year-end duties.
- Coordinates and distributes employee recognition initiatives.
- Provides administrative support by ensuring the collection and tracking of items including staff identification cards, duty to accommodate inventory, CUPE Wellness benefit, and CUPE Pro-D fund etc.
- Assists with the scheduling of Human Resources appointments and meetings.
- Records and files minutes for staff and committee meetings.
- Coding and reconciling of credit card statements, invoices and ensuring expenses are accurately coded.
- Assist with the preparation of job postings and answers employment inquiries.
- Performs reception, provides routine human resources information, and answers general inquiries over the phone and in person.
- Performs auxiliary support in the absence of the Human Resource Dispatch Coordinator and Board Office Receptionist.

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.

Job Requirements: Minimum Qualifications

EDUCATION and EXPERIENCE:

- Grade 12
- Completion of an Office Administration program certificate or equivalent post-secondary education.
- 1-year recent experience in Human Resources
- Keyboarding 50 w.p.m.

Skills, Knowledge and Abilities

SKILLS:

- Strong conflict resolution skills and an ability to manage difficult situations with tact and diplomacy.
- Customer service expertise and proficiency in building relationships.
- Strong collaboration and teamwork abilities
- Proactive and initiative-driven mindset
- Effective communication, organizational, and time management skills, along with attention to detail

KNOWLEDGE:

- Considerable knowledge and/or experience with computerized record-keeping systems commensurate with the district's operating procedures.
- Advanced knowledge of computer software in a Windows environment, including word processing, spreadsheet, database, Microsoft Office and web-based applications.
- Knowledge and understanding of district processes in order to communicate effectively to solve practical problems.
- Specific knowledge required to perform the functions of the job captioned under the Duties and Responsibilities.
- Considerable knowledge and ability to operate and troubleshoot a variety of office equipment.

ABILITY

- Ability to maintain effective working relationships with the district employees, in addition to outside agencies/suppliers.
- Ability to understand and implement office procedures
- Ability to organize and prioritize workload with limited supervision including managing requests and problem-solving.
- Ability to convey information and sustain productive working connections
- Ability to establish, organize and maintain record-keeping systems.
- Ability to perform tasks requiring extended periods of concentration
- Ability to handle frequent interruptions while working
- Ability to adhere to deadlines, including flexibility and adaptability.

RESPONSIBILITY

- Exhibit professionalism and adhere to the district mission, vision and values as outlined in the strategic plan.
- Adhere to District policies, procedures and safety protocols
- Manage confidential and sensitive information with discretion and professionalism
- Work with minimal supervision, following established practices and/or methods
- Maintain a high level of confidentiality.

WORKING ENVIRONMENT

- Extended periods of sitting or standing in one place.
- Extended periods of keyboarding and prolonged screen time.
- Working in a fast-paced work environment, managing time constraints, navigating frequent interruptions, and handling challenging interactions.
- Work is indoors in clean and well-maintained buildings.
- Work includes time pressures and constant interruptions.
- Long periods requiring significant concentration.

SALARY:

- Wages and employment benefits per CUPE collective agreement.

Key Relationships:

Good working relationships with:

- School District staff
- Vendors
- General Public

Next scheduled revision: Fall, 2029

Reviewed and Agreed: November 1, 2024

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