



People Services Assistant
Competition #2017116
One (1) Permanent Part-time Position

The City of Fort Saskatchewan is seeking a detail oriented, positive and customer service focused professional to join our People Services Team. Reporting to the Employee Services Advisor, the People Services Assistant is responsible for supporting the payroll and benefits section with payroll processing and reconciliation; provide support for the full-cycle recruitment process; assist with new hire orientations and records management. The People Services Assistant will assist, as required, with projects, programs and initiatives related to Human Resources.

This position will primarily assist with payroll and related functions, such as, set up of new employees; group benefits and pension plan set up; communication of updates and changes to employee payroll and benefit information; maintain and track employee information such as contact info, appropriate pay and vacation level, and status and position changes. Candidates with experience in a payroll and benefits environment, specifically with Great Plains/Diamond software is preferred.

The successful candidate will have post-secondary education, or enrollment in, Human Resources Management, Business Management or a related field; certification through the Payroll Compliance Practitioner Certification (PCP) program or the Registered Professional Recruiter (RPR) program would be an asset. Experience in a Municipal and/or a unionized environment is desired. The People Services Assistant will be familiar with general employment processes, proficient in MS Office 2013 with emphasis on Excel, and have a strong attention to detail. Excellent verbal and interpersonal communication skills are essential to this position to help maintain a respectful and positive interaction with both external and internal stakeholders.

Rate of Pay: \$32.06 - \$37.71 per hour

Hours of Work: 15 hours per week

Qualified applicants are invited to apply in confidence no later than **November 30, 2017 stating competition #2017116 to:**

The City of Fort Saskatchewan
People Services Department
10005 - 102 Street
Fort Saskatchewan, AB T8L 2C5
Fax: 780.992.6625
E-mail: hr@fortsask.ca



Take your Career in the Right Direction

The City of Fort Saskatchewan is a vibrant economic and cultural hub located just 15 minutes northeast of Edmonton on the banks of the North Saskatchewan River. Home to more than 25,500 people, the City proudly manages state of the art recreation, culture and historic amenities including 75 km of outdoor trails, a performing arts theatre and fitness centre within the Dow Centennial Centre, and the 1875 – 1885 NWMP Fort representation in historic downtown.

For more information on employment with the City of Fort Saskatchewan, please visit our website at: www.fortsask.ca

The City of Fort Saskatchewan thanks all applicants for their interest and advises those applicants under consideration will be contacted.