



Metro Vancouver – Join us in our commitment to provide services and solutions to one of the world’s most livable regions. We deliver service excellence in the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing, and community engagement to over 2.4 million residents. We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region’s livability. We offer competitive salaries; excellent benefit packages; a municipal pension plan; employee wellness programs; and varied opportunities for professional growth and development. Our Human Resources Department is currently seeking a:

Human Resources Assistant

(Auxiliary - This position to last not later than December 28, 2018)

DUTIES:

Performs reception duties and is the first point of contact for employees and the public requiring information pertaining to Human Resources matters such as career opportunities, recruitment processes, corporate policies, training records, employee recognition and employment verifications.

Receives and processes candidate applications, schedules interviews and administers testing of candidates. Assists internal and external applicants who are having difficulty submitting their resumes or who have inquiries about the recruitment process.

Tracks, processes, and files internal job applications and seeks guidance on inconsistencies.

Coordinates interviews including scheduling applicants and the selection committee, reserving interview rooms and preparing resources such as video and phone conferencing equipment.

Makes arrangements with clerical pool and external agency clerical staff to fill temporary short term staffing needs. Monitors assignment durations, tracks extensions and advises on anomalies. Reviews accuracy of invoices for agency staff, and calculates and prepares remittance of union dues.

Generates a variety of reports from PeopleSoft for distribution to Human Resources staff, client departments and the unions. Sends and tracks legal invoices.

Prepares and sends standard correspondence to employees that are terminating and ensures all relevant documentation is included. Sends and tracks receipt of eligibility for rehire forms from hiring supervisors.

Prepares correspondence for employees requesting verification of employment.

Provides administrative support for the delivery of employee training programs including processing training forms, new employee orientation forms, course evaluations, providing course information, updating training records, updating course waitlists, and providing course registration confirmation.

Assists with setting up and registration of webinars for the department.

Assists with outreach events including registration, hotel and transportation bookings, shipping equipment and tracking expenses.

Processes employee recognition requests including ordering items and processing invoices.

Sets up and maintains departmental files using an electronic records information system ensuring compliance with corporate records management standards. Prepares departmental and employee files for off-site storage.

Processes incoming mail and invoices; orders and maintains stationery and office supplies; files; photocopies; orders catering.

Performs other related duties as required.

REQUIREMENTS:

2 years of recent, related experience supplemented by a high school graduation and completion of relevant post-secondary courses such as a certificate program in office or business administration; or an equivalent combination of training and experience.

Ability to work independently under general direction, including using judgment to manage and prioritize day-to-day priorities.

Demonstrated commitment to, and considerable experience delivering a high level of customer service.

Demonstrated communication skills (verbal and written), including the ability to effectively listen and assist in resolving problems.

Ability to establish and maintain effective working relationships with internal and external contacts.

Ability to exercise substantial discretion and deal with highly sensitive and confidential information.

Ability to apply policies, procedures and collective agreement language to routine situations.

A high level of attention to detail, including the ability to process data efficiently and accurately.

Strong organizational skills and the ability to work under time constraints and with frequent interruptions.

Strong administrative skills and knowledge of office procedures and filing systems (electronic and paper).

Practical knowledge of a complex Human Resources Management System such as PeopleSoft and an applicant tracking system such as Taleo is an asset.

Advanced skills using Microsoft office programs, including Word, Excel, and Outlook.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by November 1, 2017.

While we greatly appreciate all the replies we receive, regretfully only those selected for an interview will be contacted.