

DEPARTMENT:	Human Resources & IT	STATUS:	Temporary Full Time (2 years)
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$29.49 to \$34.62 per hour plus benefits

Our team is looking for an energetic and highly skilled Human Resources Clerk to work in the Human Resources Department. You will perform complex clerical work in providing diversified services to Human Resources and Payroll staff. Some of your major areas of responsibility will include providing information and assistance to a variety of internal and external contacts, typing a variety of confidential and non-confidential material, scheduling interviews, data entry, filing and other related duties including relieving the Customer Service Representative. The work entails extensive contact with the public and employees requiring the exercise of considerable tact and diplomacy. To be successful in this position you must be highly organized, have excellent problem solving skills, the ability to collaborate and engage with colleagues across the city, and ability to provide excellent customer service.

What you have:

- Completion of Grade 12 (or equivalent) including or supplemented by courses related to Human Resources (preferably taken as part of a certificate or diploma program) plus considerable related experience.
- Experience with an applicant tracking system and/or other HR information systems is an asset.
- Experience operating a multi-line phone system is an asset.
- Related experience in a Union environment is an asset.
- Considerable knowledge of Human Resources policies, rules and regulations applicable to the work performed..
- Providing diversified services to Human Resources and Payroll & Benefits staff.
- Ability to perform complex and time sensitive clerical and typing assignments with accuracy.
- Advanced Microsoft Office Suite 2016, including Excel, Word, Outlook and Teams (minimum typing speed of 55wpm).
- Thorough knowledge of business English, spelling, punctuation, arithmetic and office practices and procedures.
- Ability to process confidential matters and materials; maintain effective working relationships with contacts, and supply information.
- Ability to provide exceptional customer service to internal and external customers.
- Ability to work with minimal supervision and effectively work under pressure at times.
- Ability to prepare, maintain and control a variety of records, files and related data.
- Ability to deal effectively with management, employees and external contacts, in supplying information and assistance.
- Ability to pass and maintain a clear Police Information Check.

What we offer:

- Work-life balance – 35 hour work weeks, vacation, and an optional compressed day off program
- Health and wellness – extended health, dental, life insurance benefits, paid sick leave benefits, plus other wellness-focused programs and benefits
- Retirement benefits – including municipal pension plan
- Career development – ongoing learning, leadership development, and education development opportunities

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by April 30, 2024.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.