Stó:lō Service Agency - Human Resource Office

Building #5-7201 Vedder Road
Chilliwack, BC V2R 4G5

February 4, 2020

HUMAN RESOURCE PERSONNEL ASSISTANT (EXTERNAL)

Stó:lō Service Agency requires the services of a qualified **Human Resource (HR) Personnel Assistant** to fill a vacancy with the **Operations Department.** *Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.* Please self-identify on your cover letter or resume.

The HR Personnel Assistant will provide administrative assistance and support to the Human Resource Supervisor. Under the direct supervision of the Human Resource Supervisor, the Personnel Assistant will perform and/ or assist in the development of systems and procedures for organizing human resource development/personnel tasks: maintenance of the personnel files/records/audits; maintenance of the Employee Management System database; maintenance of the selection and recruitment files; maintenance of the Q:drive personnel files; implement appropriate filing system and input human resource development/ personnel information into records management system; assist with employee training sessions – pension and benefit information sessions; and perform other tasks as requested and as so directed by the immediate Supervisor

This position reports to the Human Resource Supervisor. The successful candidate will work out of the Central (Chilliwack) office. Some travel may be required for this position.

Please Note: a skill and knowledge-based test will be administered at the time of interview

QUALIFICATIONS/REQUIREMENTS:

- Diploma or a certificate in business administration or human resource management or/combined of 5+ years working experience in an administrative support capacity.
- Minimum of actual experience of 3 years in any or all the tasks cited in the specific duties and responsibilities.
- Must be highly organized, flexible and adaptable in a fast pace office environment with an aptitude for detailed work, ability to follow instructions, and possess strong analytical skills.
- Must have strong computer skills in MS Office – specifically Excel and Word for the ability to operate computerized personnel databases.
- Must have good coordination and monitoring skills and able to keep good recording system.
- Ability to deal tactfully with occasionally difficult employment and employment-related situations.
- Ability to work independently and with minimum supervision and within a team environment.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- Ability to maintain a healthy working relationship with staff, community representatives/members and representatives of other organizations.
- Maintain the confidentiality guidelines of all records, materials and communications concerning clients, staff and Stó:lō Service Agency.

Successful candidates will be required to provide the following if screened in for an interview:

- Proof of education documentation
- References: Three names and phone numbers of recent supervisors
- Must possess and maintain a valid Class 5 BC Drivers' License
- Must successfully pass the required pre-employment Ministry of Public Safety and Solicitor General Check.

SALARY RANGE: **$36,400.00 - $45,500.00 per annum**, based on qualifications/experience.

TYPE OF POSITION: **Full-Time Annual Term position** with benefits, subject to 6-month probationary period and planned performance evaluations.

APPLICATIONS DEADLINE:	Open until Position is Filled

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter.** Please include position title on subject line. Send to:

Stó:lō Service Agency Personnel Department
Bldg. #5A, Floor #2 – 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: jobs@stolonation.bc.ca
Fax: (604) 824-5342

For more information about this and other employment opportunities, visit **www.stolonation.bc.ca**

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.