

# INCLUSION POWELL RIVER

## JOB DESCRIPTION

Job Title: **Human Resources Assistant Scheduler**

Job Contribution: The Human Resources Assistant is responsible for maintaining and managing centralized scheduling and payroll in addition to a variety of clerical supports for the human resources work of the organization. This position manages multiple priorities flexibly and efficiently and thereby contributes to the smooth functioning of the Administration office and the organization. He/she is familiar with and participates in ensuring that the strategic goals of the agency are met.

Division: Administration

Reporting Relationships: To the Chief Operating Officer

Grid Level: Position is excluded from the union

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### **KEY DUTIES AND RESPONSIBILITIES:**

1. Provides clerical support for human resources functions of the agency.
2. Manages centralized scheduling and automated payroll for the agency.
3. Administers annual and trial period Performance Review databasing including 360 multi-perspective reviews as requested and ensures deadlines are in place and that reports of deadlines are regularly distributed to all employees providing supervision to others.
4. Ensures employees have the training required to perform their jobs and maintains staff training records, distributes monthly reports to supervisors.
5. Posts and scores internal and external jobs as requested to do so using systems provided to them. Maintains all required documentation resulting from hiring.
6. Maintains external employee intake procedures, schedules interviews and schedules staff orientation. Manages database for all employees, exit information, volunteer staff, practicum students and employee contracts.
7. Oversees initial criminal record checks and renewal of all staff criminal record check reviews on a five year rotation, schedules first aid for all employees to ensure they maintain their certification and ensure employees meet requirement for a Class 4 drivers license and renewals.

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8. Maintains labour relations site, updates and filing; takes minutes at grievance meetings and interviews as required.
9. Provides documentation support with regard to correspondence, reports, minute taking for various committees; update forms as requested. Maintains databases and filing systems as required.
10. Assists with and/or participates in various public relations activities, and/or events such as Job Fairs and any community event which features employment with inclusion Powell River.
11. Works with minimal supervision and prioritizes work effectively.
12. Assumes some duties in her/his absence and performs other related duties as assigned.
13. Maintains positive working relationships with all staff.
14. Maintains an up-to-date knowledge in the field including continual upgrading on computer software and programs. Participates enthusiastically in the evaluation process and training. Contributes to a learning organization by self reflecting on his/her practice, sharing ideas and contributing to planning and discussions about workflow and administration systems, and seeking input and support when concerns or questions arise.
15. Adheres to inclusion Powell River mission statements, policies and procedures. Is familiar with, supports, promotes, and implements the strategic goals and objectives of Inclusion Powell River as determined by the Strategic Planning process.
16. Maintains an up-to-date and practical knowledge of all safety and emergency procedures as outlined in Inclusion Powell River policies and procedures and in Work Safe BC regulations. Implements safety and emergency procedures as outlined.
17. Reviews the Cultural Diversity Plan annually and participate in training provided by Inclusion Powell River.
18. Routinely promotes inclusion Powell River's commitment to diversity and respect for cultural diversity in how we interact with clients and colleagues.

### **HOURS OF WORK**

Centralized scheduling hours are between 7 am and 11 pm , 7 days per week.

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#### **REQUIRED QUALIFICATIONS:**

##### ***Education, Training and Experience:***

Diploma in Human Resources, Business, or other related field. Additional education or coursework in Human Resources is preferred. Experience/training in office operation and general office duties such as filing, document/report preparation and layout, word processing, spreadsheet, database and other application software.

##### ***Job Skills and Abilities:***

- High level of organizational skills
- Excellence in tracking and managing data
- Demonstrated ability to type 55 words per minute.
- Ability to operate a PC and related application software programs efficiently.
- Ability to work under pressure and meet deadlines.
- Ability to organize work and carry out the duties of the position with independence.
- Ability to operate telephone software, office messaging and other office equipment.
- Superior oral, interpersonal and written communication skills.
- Ability to respond to calls from staff and provide a positive and supportive response.
- Ability to support staff with solving scheduling problems.

##### ***Additional Information and Requirements:***

- Renew Criminal Record Search every 5 years
- Medical doctor's letter of good physical and mental health.
- TB Test

The ability to function independently and frequently under pressure, while managing multiple concurrent projects and deadlines is required. This position requires the consistent display of a welcoming personality and the ability to apply tact and diplomacy in dealing with others despite deadline pressures and constant interruptions. In addition this position requires a sensitive and supportive response to clients who call needing general assistance, someone to listen and assistance to problem solve effectively. Some lifting and moving of office supplies in and around the building is required.

##### ***Ergonomic Considerations:***

Spends a significant amount of time at his/her desk and computer. Attention to height of desk, height and support of chair, height and support of arm rests and positioning of keyboard and

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screen is required. Ensures she / he uses the telephone with proper body mechanics to avoid neck stress.