



North Eastman Health Association Inc.

Job Description Human Resources Assistant

POSITION SUMMARY:

The Human Resources Assistant is responsible for performing general administrative and clerical duties to assist the Human Resource Manager and the Human Resources Officer. In addition, the individual will also undertake responsibility for specific projects as assigned. The position requires the ability to provide confidential clerical functions unique to the Human Resources area and to maintain an excellent rapport with staff, and the public.

REPORTS TO: **The Human Resources Manager**

QUALIFICATIONS:

- Completion of Grade 12 or equivalent.
- Demonstrated proficiency in computer applications and in particular Microsoft Office programs.
- Demonstrated organizational skills.
- Ability to maintain positive working relationships in team based working environment.
- Ability to work with a variety of sensitive information and to maintain confidentiality.
- Familiarity with Collective Agreements and interpretation would be an asset.
- Preferably two or more years of related office experience.
- Accurate typing skills with a minimum speed of 60 words per minute.
- Clerical perception is necessary to proof read type written material, file correspondence and to organize daily work.

Duties & Responsibilities:

- The Human Resources Assistant will be responsible for answering the telephone, referring calls and taking messages.
- Provide clear and concise information to the public regarding Human Resources programs and services, facilitating access to the appropriate resources as required.
- Provide direct clerical support for the Human Resources Officer as assigned including preparation/typing of routine correspondence, documents of a confidential nature and filing.
- Responsible for Job Postings and Posting Results consistent with organizational policies and Collective Agreement provisions.

- Responsible for the ongoing maintenance of the NEHA Position Control system as directed.
- Responsible for managing incoming and outgoing mail.
- Shall maintain archival files for news clippings and releases.
- Assists in the preparation and distribution of material for meetings.
- Assists in the maintenance and distribution of Policies and Procedures.
- Will assist the Executive Assistants as required.
- Will provide clerical support to assigned committees as required.
- Performs other duties and services as requested.

Personal Qualifications:

- The Human Resources Assistant shall possess acceptable standards of personal as well as professional qualities.
- The individual shall have a neat and professional appearance.
- The receptionist shall display professional conduct at all times when dealing with all and any stakeholders.
- He/she shall maintain professional ethics and confidentiality at all times.
- The individual shall comply with regional policies and protocols.
- The individual must be able to work under pressure and meet deadlines, thereby establishing priorities and completing assignments on time.
- He/she shall promote and support the Mission, Vision and Values of the North Eastman Health Association Inc.
- The receptionist will have the ability to work under conditions with frequent interruptions as well as distractions.
- The receptionist shall accept responsibility–accountability for his or her own actions.

Incumbent's Signature

Date