

INTERNAL POSTING

Job Title:	HR Assistant	Job Code #:	2018-02-28
Location:	Vancouver, BC	Travel Required:	No
HR Contact:	Steve Rhodes	Position Type:	Full-time, 40 hours per week Monday – Friday 8:30 AM – 5:00 PM
Date Posted:	February 28, 2018		
Posting Expires:	March 14, 2018		

Please drop off, fax or email resume and cover letter to:

778-732-0688 or stever@sanmarcanada.com Subject Line: HR Assistant #2018-02-28

Job Summary

Human Resources Assistant

Reporting to the Human Resources Manager, this individual is responsible for providing support in the various human resource functions, which include recruitment, staffing, and performance monitoring. This individual must be tactful, diplomatic and possess the ability to communicate with individuals at all levels of the organization. High regard for confidentiality is a must.

Required Qualifications and Experience

- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Exceptional communication skills and telephone manners
- Must be able to work well under pressure and in a team environment, flexible and adaptable
- Must be able to multi-task and possess strong organizational skills
- The ability to meet goals with minimal supervision
- Excellent problem solving skills
- Attention to detail and accuracy
- Working knowledge of Microsoft Outlook, Word, and Excel

Job Duties

- Assisting with the recruitment process (phone screening, reference checks, interview scheduling) and onboarding of new staff
- Assist with filing and up keep of employee records
- Coordination of employee recognition
- Research corporate opportunities (travel, health & wellness programs)
- Ensure office equipment and supplies are in stock and good repair
- Maintain integrity of TCP
- Assist with company initiatives as needed
- All other duties as required