



JOB TITLE HR Administrative Assistant
REPORTS TO Executive Director

Job Purpose

Under the direction of the Executive Director, the Human Resources/Administrative Assistant will support daily HR activities and assist with the day-to-day operations of the human resource functions. Duties will include reviewing and recommending changes to the HR policies, job descriptions, job postings, hiring and onboarding processes. The HR Administrative Assistant will provide administrative support to the Executive Director, Managers and Supervisors.

Duties and Responsibilities

Duties and Responsibilities will include, but will not be limited to the following:

Human Resource Planning and Management

- Assists in determining staffing requirements for the organization to ensure optimal Program delivery.
- Creates, updates and edits policies & procedures, oversees the implementation of policies and procedures.
- Develops and maintains job descriptions, reviews annually or as needed basis.
- Ensures training for all staff is up to date, coordinates training courses and/or workshops, when needed.
- Creates and implements a positive, healthy, and safe work environment that is in accordance with relevant legislation and regulations.
- Empowers and mentors employees, using coaching and mentoring techniques.
- Plays a role in conflict resolution, encourages Cultural resolution techniques.

Recruitment and Selection

- Advertises and posts job ads using different avenues.
- Creates interview questions that are legally defensible and non-discriminatory.
- Recruits, interviews, and screens staff to help further the organization's mission.
- Conducts reference checks for successful candidate(s).
- Provides successful applicant with Offer of Employment, prepares contract.

Administration

- To serve as the point of contact for the organization.
- To answer, screen and forward incoming calls, or take messages.

- To receive deliveries and sort and distribute.
- To complete office supply orders and maintain inventory
- Schedule and distribute necessary resources, and meeting materials for meetings as required.
- Provides administrative support and acts as a resource to the Executive Director and staff as required.
- To file, scan and retrieve documents and reference materials.
- Ensures employee, student and volunteer files are up to date, orderly and securely held.
- Creates, reviews and updates forms.
- Updates and maintains employee database.
- Ensures equipment and facilities are clean and safe at all times.
- Ensures confidential information is prepared, gathered and relayed on a regular basis.
- Builds self-esteem and creates empowerment to children and their families.

Community Development & Outreach

- Establishes and maintains relationships with community services, groups, and agencies.
- Promotes Shkoday and their programs in a positive manner.
- Fosters and maintains positive and productive relationships with the children, parents/ caregivers, family, community, professionals, and co-workers.

Training & Professional Development

- Keeps current with Human Resource Training and attends workshops.
- Stays up to date with legislation to stay compliant with Federal and Provincial legislation.
- Demonstrates knowledge and adheres to Shkoday policy and procedures.
- To assist and participate in staff meetings, seminars, and training sessions as required.
- To maintain a log of all training provided to staff and expiration dates of certifications.
- Attends all TBAHS staff meetings and professional development.

General Duties

- Works as a team member, striving to create a healthy atmosphere, maintains regular and open communication with program team members and provide support to daily operations.

Qualifications

- University or college graduate who has graduated within the last three years from an accredited college or university with a degree or diploma in HR Management, Business.
- Management or Business Administration field.

- Ability to apply HR principles in all aspects of human resource policies and procedures
- Effectively read and interpret information, present data in a resourceful and skillfully analyze information.
- Must possess strong interpersonal and time management skills.
- Must communicate clearly, both written and orally.
- Excellent organizational skills coupled with the ability to be accurate, thorough and able to monitor work for quality.
- Proficiency in Microsoft Office, Excel and ability to adapt to new technology, etc.
- Must be dependable, able to follow instructions, respond to management direction and able to improve performance through management feedback.
- Knowledge of Indigenous culture and language is considered an asset.

Conditions of Employment

- Must have a successful Vulnerable Sector Check and valid First Aid/CPR Level "C".
- Required to have successfully undergone a tuberculosis skin test and provide immunization record.

Application Deadline

Open until filled.

Shkoday is committed to providing our current and future employees with a workplace that is safe, healthy and fair. Applications requiring accommodations during the interview process should contact Human Resources by email hr@shkoday.com or phone 807-768-2342 to make arrangements.

Shkoday is committed to diversity in the workplace and encourages applications from all qualified candidates. Shkoday encourages Indigenous people to apply and to self identify in their resume.

Apply Today
at hr@shkoday.com