

DEPARTMENT:	Human Resources & IT	STATUS:	Temporary Full Time (one year)
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$52,121 - \$61,252 plus benefits (2021 rates)

Our team is looking for an enthusiastic Human Resources Assistant to assist with administrative support related to recruiting, learning and development, health and safety and employee services. You will be assisting with the recruitment process by scheduling interviews through to onboarding, arranging assessments, maintaining training databases, preparing confidential and non-confidential correspondence, filing, and other related duties. There is extensive contact with the public and employees, and requires a high level of confidentiality, tact, and diplomacy. If you have completed courses in Human Resources, are on the path to earning HR certification and have a minimum of five years of related experience, we would love to hear from you!

To be successful in this position you must be highly organized, have excellent problem solving skills, the ability to collaborate and engage with colleagues across the city, and ability to provide excellent customer service.

What you have:

- Completion of Grade 12 (or equivalent) including or supplemented by courses related to Human Resources (preferably taken as part of a certificate or diploma program) plus a minimum of 5 years of experience in office administration or an equivalent combination of training and experience.
- Working knowledge of Human Resources practices, procedures including labour relations.
- Considerable knowledge of Human Resources policies, rules and regulations applicable to the work performed and some knowledge of employee benefits. Related experience in a Union environment is an asset.
- Ability to perform complex and time sensitive clerical and typing assignments with accuracy.
- Advanced Microsoft Office Suite 2016, including Excel, Word, Outlook and Teams.
- Thorough knowledge of business English, spelling, punctuation, arithmetic and office practices and procedures.
- Ability to process confidential matters and materials; maintain effective working relationships with contacts, and supply information and assistance within defined limits.
- Ability to provide exceptional customer service to internal and external customers.
- Ability to work with minimal supervision and effectively work under pressure at times.
- Ability to prepare, maintain and control a variety of records, files and related data.
- Ability to deal effectively with management, employees and external contacts, in supplying information and assistance.

What we offer:

- Work-life balance – 35 hour work weeks, vacation, and an optional compressed day off program
- Health and wellness – extended health, dental, life insurance benefits, paid sick leave benefits, plus other wellness-focused programs and benefits
- Retirement benefits – including municipal pension plan
- Career development – ongoing learning, leadership development, and education development opportunities

Apply by sending your **cover letter and resume in one document** quoting the competition number, by November 4, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name#22-179**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.