



Under the direction of the Human Resources Manager and working with the Administrative team collaboratively, the Human Resources Assistant provides day-to-day support of Human Resource functions and duties. This is an internal customer focused role providing expertise and timely fulfillment of tasks relating to supporting our various business departments. Areas will include recruitment, training and development, onboarding and compensation.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Human Resources Manager, the Human Resources Assistant duties will include, but are not limited to:

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to the Human Resource Manager
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievance, performance evaluations etc.)
- Coordinate HR projects (meeting, training, surveys etc.) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data ( absences, leaves)
- Communicate with public services when necessary
- Properly handle complaints and grievances
- Coordinate communication with candidates, pre-screen, and schedule interviews
- Support initial orientation to newly hired employees
- Assist with recruitment and sourcing candidates and update our database

## EXPERIENCE & QUALIFICATIONS

- Current enrollment in the Human Resources designated program at Red Deer College or recognized institution or program
- Satisfactory background check
- Proficiency with Microsoft Office Suite required and an aptitude to use new technology such as Applicant Tracking Systems
- Excellent communication skills, both written and verbal
- Strong work ethic with a focus on maintaining confidentiality and attention to detail, experience working with highly sensitive and confidential information
- Exceptional interpersonal skills and a proven team player
- Excellent organization skills

## AFFILIATIONS

Westerner Employees Association– Exempt

## TO APPLY

Please email your Cover Letter and Resume, to Human Resources with your name and the name of the position you are applying for **in the subject line** to [HR@westernerpark.ca](mailto:HR@westernerpark.ca)

**This job description is not intended to be all inclusive. Personnel may perform other related duties as requested to meet the ongoing needs of the organization**