



Employment Opportunity
Part-time Human Resources Assistant
(20 hours/week)
Contract Position
Position open until suitable candidate is found

About the position:

The responsibility of the role is to ensure administrative compliance and accuracy of ADP data integrity and processes and manage the HR administrative functions.

Scope of Duties and Responsibilities:

- + Staff Recruitment for:
 - Ensure vacant staff positions are posted and manage applications received.
 - Coordinate the interview and selection process of fulltime and part-time staff positions.
 - Conduct reference checks on candidates, with assistance from the supervisor as required.
 - Generate all employee agreements/letters of offer as assigned
 - Prepare onboarding paperwork for new hires. Meet with new hire to complete paperwork. File and process paperwork for Payroll.
- + HRIS- ADP
 - Maintain accurate information in ADP database.
 - Review data entry of timesheets for salary and hourly employees
 - Ensure the processing of new hires
 - Ensure systems are set-up and updated to reflect our current employee base, including wages, benefits, sick, vacations and lieu time in line with contracts/offers.
- + HR Records
 - Maintain a confidential personnel record for each employee, in accordance with relevant legislation and agency policy.
 - Develop a standard for complete and appropriate records and edit files to ensure compliance.
 - Assist to ensure that probationary and annual performance appraisals are conducted by supervisors. Ensure that performance appraisals are documented for HR files
 - Perform exit interviews when required
 - Provide HR dashboard quarterly and monthly reports for new hire and terminated employees
 - Ensure that all new employees receive all relevant policy and procedural manuals and that all employees sign that they have read same

Qualifications and Requirements

- + Minimum 2-year diploma in business, administration or related field
- + 2-3 years of equivalent experience
- + Excellent time management skills and strong attention to detail.
- + Proficiency in Microsoft Office Suite software including Word, Excel, PowerPoint and Outlook scheduling.
- + Knowledgeable in using ADP Workforce Now is an asset
- + Ability to learn and adapt quickly to new software systems.
- + Ability to plan, prioritize and organize work with multiple demands and deadlines.
- + Superior communication skills, both verbal and written English.
- + Ability to work independently with demonstrated strong judgement and decision making abilities.
- + Demonstrated experience in dealing with confidential information.

Please **submit** your resume and cover letter. We thank all candidates who apply. Only those selected for an interview will be contacted. The Calgary Bridge Foundation for Youth provides equal employment opportunity and encourages applications from all qualified individual. Visit our website at www.cbfy.ca

No phone calls please.