



Job Title: Human Resources and Administrative Assistant

Position Type: Full Time Permanent 37.5hrs/week

Location: Burnaby, BC, onsite

Start Date: ASAP

Compensation: \$55,204.50 to start with excellent benefits including defined benefits pension after probation.

About Us

posAbilities supports individuals with developmental disabilities to lead meaningful and healthy lives. We partner with local communities to provide a comprehensive range of person-centred services for individuals and the families who care for them. As one of BC's largest community living agency employing over 650 casual and regular staff we are committed to helping our employees experience joy, meaning, and beauty at work and to live life doing what they love.

We are currently seeking an HR and Administrative Assistant to join our HR and Admin team at our Head Office in Burnaby.

About the Position

Jointly reporting to the Human Resources Manager and Director of Administration, the HR Administrative Assistant provides administrative support to both departments, collecting, maintaining, processing, and communicating information related to employment status, recruitment, training, and employee requirements for both unionized and exempt employees.

About YOU

- You've completed at least Grade 12, plus post-secondary training in HR administration or secretarial studies, preferably working towards your CPHR designation. Or, you bring a great mix of education and relevant experience.
- You have at least three years' experience providing HR or general administrative support.
- Navigating HRIS or other database management systems comes naturally to you.
- You enjoy connecting with people – whether with team members or employees, and have experience supporting the recruitment process from start to finish.
- You're proficient using MS365 tools and are comfortable learning new technologies.
- Communicating is one of your strengths – you're confident sharing information clearly and professionally, both verbally, in person and in writing.
- People find you approachable, adaptable, and easy to work with. Your interpersonal skills help you build relationships in all aspects of your life journey.
- You're organized and methodical, and can independently manage workflows and find solutions when things get busy.
- Being detail-oriented is in your nature, and you take pride in maintaining accuracy even when deadlines are fast approaching.

- You're curious, open-minded and a quick learner who picks up new ideas easily and enjoys seeing the bigger picture while still caring about all the little details that make things run smoothly.

What You'll Do

- Enters employee related data into HRIS and spreadsheets from source documents. Identifies and organizes required information, compiles data, produces and distributes reports using HRIS and MS Excel.
- Drafts employment offer letters using established templates and employment verification letters upon request.
- Processes all changes of employee status and shift schedules.
- Keeps digital employee files accurate and up to date.
- Liaises with Payroll Department to process changes in employee information and employment status affecting the payroll process.
- Maintains and updates scheduling information in Staff Scheduling System. Liaises with Team Managers and Team Leaders to ensure data is current and accurate.
- Ensures timely and accurate information exchange between HRIS and Payroll systems.
- Assists in pre-screening of external candidates and coordinates scheduling of interviews.
- Sends out new hire administrative orientation packages and processes new hire pre-requisites documentation.
- Participates in all aspects of the Health and Safety Program including safety and emergency procedures, in order to provide a safe work environment. Reports all concerns to the Human Resources Manager.
- Initiates, processes, and tracks criminal record searches.
- Performs other related duties as assigned.

How to Apply

Interested parties please apply online at www.posAbilities.ca/careers or via email to careers@posabilities.ca

posAbilities is committed to supporting good and full lives, for everyone. Our organization is a place where inclusion, diversity, equity and accessibility are integral to our culture and operations. Our goal is to support every person in presenting their true self within the communities where they live and work.

At **posAbilities** we are committed to fostering an inclusive workplace environment, and we actively seek to identify, eliminate and prevent barriers to employment, including those that may be within our hiring process. We recognize that individuals may require accommodations to fully participate in our hiring process. If you need assistance or accommodation at any stage of the process, please feel free to reach out to us for further assistance.