

Human Resources Assistant

Norwood Child & Family Resource Centre provides programs that strengthen and enrich the lives of children and parents in the Edmonton area. Programs are delivered using a holistic approach to support the emotional, physical and intellectual needs of children and families in the community.

Reporting to the Finance Manager, the Human Resources (HR) Assistant will be responsible for providing administration Human Resources support by assisting with the development and implementation of policy, recruitment, orientation and training, payroll, benefits, health and safety and other areas as directed. Clerical work will include filing of correspondence, receipts and other records in alphabetical, numerical or any other required ordering system. Other duties involve maintaining accurate, up-to-date HR filing systems and personnel records, and drafting reports. Other duties will be assigned as necessary.

This is a one year position with a possibility for an extension.

The HR Assistant is responsible for the following:

- Support Finance Manager with all administrative HR functions.
- Maintain accurate and comprehensive personnel records.
- Prepare formal communications to employees for performance management review.
- Assist with payroll and benefits administration as required.
- Respond to internal and external Human Resources related inquiries from staff, program managers, partners, and other parties.
- Assist with the drafting of policies, procedures and memorandums in relation to the accreditation process for all program areas in the organization.
- Draft general forms, letters, reports, and memos as necessary.
- Help to ensure organization wide compliance with policies, procedures and applicable regulations.
- Assist with employee orientation and training.
- Receive and distribute all forms of HR communications.
- Assist with regular research and compliance initiatives regarding Human Resources issues.
- Organize, maintain, and coordinate office records and files in their proper locations.
- Perform other duties as required.

The ideal candidate will possess the following qualifications:

- Minimum of 2 years' experience working as a Human Resources Assistant
- Diploma in Human Resources or Administration
- Experience working within a non-profit organization would be an asset
- Skilled to pay attention to details and deliver a high quality of work
- Well-developed oral, written and interpersonal communication skills
- Well-developed organizational and time management skills
- Demonstrated effective conflict management skills
- Intermediate computer skills in Microsoft Office Suite

Norwood Child & Family Resource Centre offers a compassionate team environment with a competitive compensation plan, full benefits, paid time off at Christmas and Spring Break (in addition to regular vacation), a commitment to staff celebration and recognition, a strong focus on employee wellness, team building activities, and ongoing professional development. The starting salary for this role is \$21.73 - \$24.45 per hour based on a 35-hour week.

**To apply for this opportunity, please submit your résumé and cover letter to: hr@careersforcommunity.ca
Please include HR Assistant in the Subject Line of the email.**

Closing Deadline: The position will remain open until a suitable candidate is found.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

**Norwood Child & Family Resource Centre
9516 - 114 Ave, Edmonton, Alberta T5G 0K7**