



JOIN THE ANDREW FLECK FAMILY!

Human Resources Assistant

Full-time · Temporary · Non-Unionized

Andrew Fleck Children's Services is looking to hire a Human Resources Assistant to join our HR team! In this role you will assist the HR team with various HR initiatives, primarily focused on full-cycle recruitment. This role will appeal to someone with experience in admin and human resources, who is looking to grow their career in an inclusive child care and family support non-profit organization.

Available from: September 20th, 2021 to September 16th, 2022
Salary: \$24.03 to \$28.42 per hour
Hours: 35 hours per week
Location: 700 Industrial (Due to the current COVID 19 Pandemic there is flexibility for partial remote work)
Closing date: September 12th, 2021
Apply: E-mail: hrrecruiting@afchildrensservices.ca

AFCS is following all COVID 19 processes to ensure a safe work environment for all

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ Comprehensive benefits package including 3 weeks of vacation, Health Benefits with Canada Life
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Create and post job postings on internal and external recruitment sources
- ✓ Organize and screen candidates and applications
- ✓ Schedule and coordinate interviews with interview panel
- ✓ Conduct reference checks and provide results to Hiring Manager
- ✓ Prepare verbal and written employment offers
- ✓ Create and maintain employee records in electronic database
- ✓ Handle confidential information and documents ensuring they remain secure
- ✓ Support HR team in various HR initiatives

To qualify for this role you have...

- ✓ 1 year of experience working in Human Resources or similar administrative experience
- ✓ Bachelor's Degree or college diploma in Human Resources or equivalent an asset
- ✓ Working experience in recruitment
- ✓ Strong technical skills
- ✓ Excellent knowledge of MS Office
- ✓ Self starter and open to learning new software systems
- ✓ Excellent verbal and written communication skills
- ✓ Excellent customer service skills
- ✓ Desire to thrive in scenarios of team-based work or independent tasks; always looking to learn more and take initiative on a number of different projects and tasks
- ✓ Excellent attention to detail

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca

APPLY TODAY!