



Human Resources Assistant (Bilingual)

Full-time · Temporary · Non-Unionized- Maternity leave

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 employee onboarding and training. Key responsibilities will include welcoming new employees and communicating agency details and policies, gathering necessary paperwork, scheduling first days onboarding processes, and streamlining onboarding processes. If you have an HR or Administrative background, strong communication skills, a flair for interacting with people, and enjoy learning new software programs and legislative details, this role may appeal to you.

Confirmation of full vaccination for COVID-19 is a requirement of employment with Andrew Fleck Children's Services

Available from: July 11, 2022- Jan 11, 2024
Salary: \$47,429.20 - \$55,546.40
Hours: 35 hours per week
Location: 700 Industrial – hybrid model remote work and office
Closing date: June 17, 2022
Apply: E-mail: hrrecruiting@afchildrensservices.ca

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
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Lead the employee onboarding process and CCEYA licensing document control
- ✓ Organize First Aid Training for all employees in compliance with CCEYA
- ✓ Support the administration of the Pre-apprenticeship program
- ✓ Track all employee required documents for compliance with CCEYA
- ✓ Providing training and support for Ceridian Dayforce, Power-school, One-Drive and outlook email accounts
- ✓ Prepare support tools and video clips for the HR onboarding processes
- ✓ Work closely with IT provider on employee drive set up and email distribution lists
- ✓ Support survey and information tools – jot form, survey monkey
- ✓ Update the AFCS policy quiz with new policies and changes and annual sign off sheets
- ✓ Update onboarding policies through Dayforce
- ✓ Handle confidential information and documents ensuring they remain secure
- ✓ Support HR team in various HR initiatives including recruitment support

To qualify for this role you have...

- ✓ 1 year of experience working in Human Resources or similar administrative experience
- ✓ Very strong technical skills with HRIS, Microsoft Suite, Jot Form, Survey platforms, one-drive and developing reports
- ✓ Excellent knowledge of MS Office
- ✓ COVID Vaccine
- ✓ Self starter and open to learning new software systems
- ✓ Excellent verbal and written communication skills
- ✓ Excellent internal customer service skills and responsiveness
- ✓ Bilingual (preferred)
- ✓ 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!