



JOIN THE ANDREW FLECK FAMILY!

Human Resources Program Assistant

Casual · Full-time · Non-unionized

Are you between the ages of 15 and 30? Are you looking to gain experience working in the child care sector? Andrew Fleck Children's Services (AFCS) is looking to hire a Human Resources Assistant to work in our HR Department! As a Human Resources Assistant, you will assist with the day-to-day operations of the human resources functions and contribute to the accomplishment of HR practices and objectives.

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

This position is partially funded through Canada Summer Jobs (CSJ), an initiative to help youth gain job skills and experience. Maximum age requirement for the CSJ program is 30 years of age. To be eligible, applicants must be between the ages of 15 and 30 and must be a Canadian citizen or Permanent Resident.

Available from: May 1st, 2023 to August 11th, 2023
Salary: \$18.01 + 4% vacation pay
Hours: 35 hours per week
Location: 700 Industrial Avenue
Closing date: April 24th, 2023
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ 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 our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Assist with full-cycle recruitment; organize and process job postings, screen applicants, coordinate interviews
- ✓ Support HR team in various HR initiatives
- ✓ Filing, data input, email correspondence
- ✓ Protect organization's value by keeping information confidential

To qualify for this role you have...

- ✓ Clear Police Record Check completed in the last 6 months
- ✓ Degree or diploma in Human Resources (completed or in progress)
- ✓ Demonstrated proficiency in Microsoft Office Suite
- ✓ Experience with Dayforce
- ✓ Strong attention to detail
- ✓ Strong technical abilities
- ✓ Bilingualism (English & French) preferred
- ✓ Excellent written and verbal communication skills
- ✓ Ability to organize and prioritize work
- ✓ Ability to work well in a team environment

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!

