



JOIN THE ANDREW FLECK FAMILY!

Human Resources Assistant

Full-time · Permanent · Non-Unionized

Andrew Fleck Children's Services is hiring 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. Key responsibilities will include drafting job postings, screening applicants, scheduling interviews, and completing reference checks. You will also work closely with the Recruitment Specialist to implement our new recruiting platform.

Available from: September 15th, 2025
Salary: \$28.69 to \$33.59 per hour (Annual- \$52,945.50 to \$62,500.50)
Hours: 37.5 hours per week, 7.5 hours per day
Location: 700 Industrial – hybrid model remote work and office
Closing date: September 2nd, 2025
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of 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 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...

- ✓ Coordinate all recruitment-related activities to support a seamless and efficient hiring process for the hiring teams and candidates
- ✓ Draft and manage communication materials including job postings, candidate emails, & interview invitations
- ✓ Research and proactively source qualified candidates to expand and diversify the applicant pool
- ✓ Serve as the Lead Recruiter for various initiatives related to the recruitment of staff for AFCS programs
- ✓ Conduct preliminary screening of resumes and candidates for assigned positions
- ✓ Assist with implementation of recruitment platform
- ✓ Collaborate with the Recruitment Specialist to review and revise screening documentation and evaluation tools
- ✓ Work closely with the Recruitment Specialist to identify and leverage recruitment platforms and social media channels to attract top talent through innovative and appealing job postings
- ✓ Prepare and distribute monthly job announcements across the agency to keep stakeholders informed of hiring activities
- ✓ Demonstrate exceptional organization skills and attention to detail to support a high-functioning, efficient HR and recruitment process

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, & OneDrive
- ✓ Self starter and open to learning new software systems
- ✓ Excellent verbal and written communication skills
- ✓ Excellent internal customer service skills and responsiveness
- ✓ Bilingualism (an asset)
- ✓ 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!