

# Human Resources Assistant

## **DEPARTMENT: People & Culture**

### Summary

The Human Resources Assistant function is a meaningful and key contributor to the work of growing talent and culture at Compassion Canada! This person will work alongside the Human Resources Team, executing on administrative, procedural and support tasks, while handling sensitive employee information.

This role plays a significant, foundational part in the implementation of Compassion's focus on employee experience. The Human Resources Assistant is responsible for creating systems, interpreting data, keeping the department organized with highly accurate and meaningful information.

### Ministry Focus

Compassion Canada is a Christian organization, committed to being child-focused, Christ-centered, and church driven. As such, each employee of Compassion Canada shall:

- Participate in regular staff gatherings and chapel services,
- Pray with supporters when requested by same or when deemed appropriate with supporter's permission. (This will apply to some positions more than others),
- Conduct themselves in a Christ-like manner at work and outside the workplace,
- Promote the evangelical approach to ministry that Compassion Canada has adopted and put into practice.

### Duties and Responsibilities:

#### **Administrative**

- Assists in the execution of processes and tools by which new staff are recruited including the administration of job vacancies and seeking out recruiting avenues.
- Works closely with the HR Team to administer all aspects of time tracking and administration.
- Responsible to maintain employee data and manages HR data, online content, staff facing pages as well as creatively interpreting data to equip the HR Manager and ED of People & Culture to execute on strategy.
- Coordinates record management of all employee HR related data.
- Administers benefit enrollments and departures.
- Represents the HR Team with the JHSC, acting as the corporate researcher for H&S issues as well as workplace safety issues for all jurisdictions where Compassion operates.
- Assists with research for AODA compliance.
- Responsible for digitizing files for online recordkeeping (HRIS), as well as information management and workflow of all HR files, procedures and documents.
- Assists with administrative tasks such as hospitality, gifts for staff for birthdays and anniversaries, travel booking, filing etc.

#### **Organizational**

- Helps increase awareness among staff regarding health and wellness initiatives.
- Assists in Diversity & Inclusion efforts.

## Support

- Participates in recruitment & selection process throughout the organization as needed.
- Assists in the orientation and administrates onboarding of new employees,
- Supports staff by answering frequently asked questions and pointing them to the staff intranet.
- Maintains accurate content for People & Culture sections of the staff Intranet.
- Supports awareness of benefits processes and programs for all staff alongside the HR Team.
- Assists in ensuring all policies are relevant and accurate and comply with government guidelines.
- Assists Compassion with Staff Gathering preparation as needed, which may include guiding staff who are participating, speaking, or contributing.

Assists the HR Team with other HR duties as requested.

## Qualifications Required

- This is a highly organized and process driven role which requires strong administrative skills along with initiative and a passion to create process and provide tools and information to all staff.
- Experience and awareness of best practices in the field of Human Resources is an asset.

## Skills Required:

- Impeccable organization, prioritization, and time management skills.
- Strong proficiency in Microsoft Office.
- Self-directed with ability to work independently and as part of a team.
- Strong interpersonal communication skills (verbal & written).
- Ability to maintain complete and unquestioned confidentiality.
- Resourceful and pro-active with a “can do” attitude.
- Able to care for staff with sensitivity, tact, diplomacy and professionalism at all times.
- Able to serve other departments putting a strong emphasis on internal customer experience.

## Experience & Education Required:

- A post-secondary degree or certificate, specializing in Human Resources or similar, is an asset.
- Experience as an Office Assistant or Executive Assistant is preferable.

## Initiative Required

- To be self-motivated, disciplined, and able to work with a minimum of supervision.

## Supervision

Received: Human Resources Manager, and at times the Executive Director of People & Culture.

Given: None

## Contact

Within: All staff, all departments

Without: Service providers as required

## NOTE

The foregoing statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills. Responsibilities and duties may change from time to time.



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