

Employment Opportunity

WE-CAS-M-21-04

Salary \$45,199 - \$54,787 (Payband 1)

Windsor Office
External Posting

Human Resources Assistant (#WE-CAS M-21-04): As a member of the management team, under the general supervision of the Human Resource Advisor, the HR Assistant provides administrative services to the Human Resources Department. This includes, maintenance of Agency personnel records; filing documentation; minute taking for various committees; support during Collective Bargaining; Human Resources Information System (HRIS) maintenance/data entry and providing oral and written response to staff inquiries.

Qualifications: The successful candidate will have a Diploma in Human Resources Management or the educational equivalent; and a minimum of 3 years of Human Resources experience, in an unionized environment, as well as:

- Demonstrated knowledge of current human resources theories and practices as well as relevant legislation and regulations and applied experience working with collective agreements.
- Demonstrated ability to manage a variety of clerical/secretarial administrative responsibilities with initiative and discretion in a demanding and high-volume workload environment.
- Working knowledge of general office management, practices and procedures and thorough knowledge of office technology including various computer software packages (e.g. MS Office Suite). Testing may be required.
- Excellent consultative, customer service, communication, presentation, analytical and problem solving skills along with excellent oral and written communication skills in order to respond to inquiries.
- Knowledge of records management techniques and the ability to maintain confidentiality.
- Experience with HRIS would be deemed an assist.

WECAS is committed to equity and diversity in the delivery of services and our work environment. Preferential selection will be given to those from equity seeking groups including Indigenous persons, members of racialized groups (e.g. BACC), persons with disabilities and persons of diverse gender identities, gender expressions and sexual orientations. Those from equity seeking groups are encouraged to apply in confidence and self-identify in their resume and/or cover letter.

Candidates: At time of offer, candidates must have the ability to secure an Agency-approved Vulnerable Person's Check police clearance; clear of any convictions including pardoned offences and a clear provincial Child Protection search.

We invite qualified applicants to apply in confidence, by sending a PDF version of their combined cover letter and an updated resume (as 1 attachment) to wecas.careers@wecas.org, referencing the competition number **#WE-CAS M-21-0-4** in the subject line no later than **4:00 p.m. on July 16, 2021**.

Individuals that do not have access to email may fax their cover letter and resume to the confidential fax number 519-971-0339.

Candidates that may require accommodations throughout the recruitment and assessment process must advise us of the nature of the accommodation(s) to ensure your equal participation.