



Human Resources Assistant

The City of White Rock is a unique, ocean-side community of 20,000 citizens known for its sunny weather, expansive beach, historic pier, delightful restaurants, and sense of community. The City is located half an hour south of Vancouver on the shore of Semiahmoo Bay.

The position of the Human Resources Assistant is an integral part of the Human Resources Department. Reporting to the Director of Human Resources, you are responsible for providing general support in the areas of recruitment administration, benefits and corporate training administration, as well as coordinating departmental administrative detail and responding to routine problems.

Responsibilities include: performing reception duties as the first point of contact for employees and the public requiring information pertaining to HR matters; supporting full-cycle recruitment activities; recruiting for casual and temporary staff and assisting with clerical pool administration; employee benefit administration; performing specialized clerical and technical work in maintaining and updating the HRIS and website; providing administrative support in the delivery of various HR programs including training, health and safety and other HR initiatives; planning and organizing staff functions; and maintaining departmental paper and electronic files and office supplies.

The ideal candidate for this position is a team player, self-starter, highly organized, and has a high degree of computer proficiency, including Microsoft Office applications. In addition, the successful candidate possesses excellent communication and customer service skills with a demonstrated ability to organize and prioritize tasks to meet multiple deadlines with competing priorities and requiring a high level of detail and accuracy. Your experience includes at least three years of progressively responsible administrative support, or related experience working as part of a Human Resources team in a union environment. You have completed relevant post-secondary office/business administration courses; a diploma in Human Resources is an asset. You also have a valid BC driver's license with a demonstrated safe driving record.

A competitive salary and benefits package is offered for this Exempt position. If your experience and education have prepared you for success in this role and you are committed to working in a manner that supports a respectful, healthy, and safe environment, please submit a cover letter and resume.

Application Deadline: 4:30 p.m., Monday, March 12, 2018

Recruitment Reference: 2018-15

Submit your application: Email jjohnstone@whiterockcity.ca

Thank you for your interest. Only selected applicants will be contacted.