



# Job Description

## Human Resources Administrative Assistant

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Human Resources Manager

**TITLE OF IMMEDIATE SUBORDINATES:** N/A

**DEPARTMENT:** Human Resources

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### SUMMARY OF POSITION:

Reporting into the Human Resources (HR) Manager, this position provides administrative support to the HR team to assist with routine tasks and major projects in the department. This includes general clerical support, recruitment support, filing (electronic and paper) and systems input / data maintenance. They will assist with the development and implementation of policy, recruitment, orientation and training, benefits, health and safety and other areas as directed. The HR Administrative Assistant must exhibit a high degree of tact, discretion, diplomacy, good judgment and confidentiality in all transactions.

### ROLE AND RESPONSIBILITIES:

In support to the HR team, responsibilities will include but are not limited to:

1. Providing a high degree of customer service to internal and external clients
2. Creating and maintaining employee electronic and physical records and files
3. Working with Records management to ensure that employee files and records are maintained and disposed of in accordance with RDCK and legislative requirements
4. Assisting with creating or updating HR documents as directed, including job descriptions, recruitment templates, letters of offer, work procedures, and guidelines and policies
5. Assisting with HR activities, including recruitment, onboarding, orientation, program implementation and training
6. Assisting with benefits administration
7. Receiving and responding to HR correspondence as requested, and
8. Other duties as assigned.

**REQUIRED QUALIFICATIONS:**

- 3 years experience working in an office setting, and
- Post-secondary education in a related field.
- An equivalent combination of education and experience may be considered.
- *Note that preference may be given to someone with an educational background, or experience, in HR.*

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Exemplary customer service
- A demonstrated and high degree of emotional maturity to maintain the confidentiality of the role and the HR department
- A keen attention to detail
- A high degree of organization
- Great interpersonal skills
- Excellent communication skills, including professional written and verbal skills to communicate with all levels of the organization and its executive team
- Adaptability and flexibility to meet changing priorities and deadlines
- Experience and confidence working with Microsoft Office products, and the demonstrated ability to learn and become proficient in new software
- Ability to understand and carry out established procedures
- Willingness to learn and adapt to change

**ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

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Employee Name

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Employee Signature

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Date

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Employer Representative Name

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Employer Representative Signature

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Date