



## Town of Erin

### Office of the CAO

#### Human Resource & Administrative Assistant

*Job description and duties are currently under review*

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**Department:** Office of the CAO

**Position Title:** Human Resource & Administrative Assistant

**Reports To:** CAO

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#### **PURPOSE OF POSITION**

Under the direction of the CAO, the Human Resource & Administrative Assistant supports the CAO in the areas of recruitment and selection, health and safety and other HR functions. The incumbent will also provide general administrative support directly to the CAO to assist with the effective management of the Town.

#### Overall Scope of Position

The Human Resource & Administrative Assistant will support the CAO in the execution of his duties related the general management, and the effective administration of the Town's Human Resource function.

#### Major Responsibilities

- Maintain and update personnel files; ensure filing is kept up-to-date.
- Act as the lead contact and oversee the HR Department's records retention and file digitization in accordance with the applicable by-law.
- Post job postings with the required publications and websites, including the intranet and external website.
- Contact short-listed candidates, schedule interviews, and prepare interview packages.
- Notify all candidates of hiring decision in a timely manner, as advised by the Co.
- Assist with the reference checking process as required.
- Receive and process resumes for job postings, ensuring candidates receive notification when applications are received.
- Under the direction of the CAO, takes a lead role in the organization and implementation of the employee appreciation program.
- Assist with municipal HR surveys and other surveys.
- Assist with the revision and updating of job descriptions, duty lists and organizational charts.

- Track the receipt of required documentation upon hire, such as Police Vulnerable Sector Check, proof of education, copies of licences, etc.
- Coordinate the hiring and re-hiring of summer students and seasonal employees.
- Assists in the research of new HR policies and the revision of existing HR policies.
- Perform salary surveys and compile salary data.
- Assist with workplace investigations and disciplinary issues as required.
- Provides administrative support to the CAO to assist with the effective operation of the Office of the CAO.
- Manages the calendar of the CAO including arranges meetings.
- Writes correspondence as requested.

### Position Requirements

#### *Education*

- Successful completion of post-secondary training at the University or College level in a related field (ex. human resources, business administration)
- Formal Human Resource training is highly desirable.

#### *Experience*

- Minimum two years of related experience.
- Knowledge of Human Resources functions would be an asset.
- Strong organizational skills with the ability to maintain accurate records.
- Excellent computer skills, including experience with Microsoft Office and database software.
- Well-developed written and verbal communication skills, with the ability to communicate effectively and tactfully.
- Superior customer service reflecting a positive, outgoing and professional demeanor.
- Ability to maintain confidentiality.

### Working Conditions and Environment

- This incumbent in this position will be working primarily out of the Town offices.

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The forgoing represents a reasonable statement of the requirements of this position.

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