



Human Resources Coordinator

Hours of Work: 5 days – 40 hours a week

Location of Work: Cambridge Bay, Nunavut

Purpose

The purpose of this position is to provide administrative support to the Personnel Manager; including recruitment of staff, information collection for new hires and weekly time sheets. This position will also be responsible for all employee travel, reconciliation of monthly visa and arranging for transportation to/from airport for all incoming and outgoing employees in Cambridge Bay.

Scope

The Human Resources Assistant will be responsible for assisting in the recruitment of employees for DEW line work, and other contracts. They will also assist in the recruitment and selection of short and long term staff from within the community.

Responsibilities

The Human Resources Assistant will be responsible for assisting the Personnel Manager in the recruitment of qualified workers for various projects. This will include scheduling of community meetings or interviews, and ensuring all paper work is collected for all employees (credentials and employee information).

Ensuring staff receive documents and new employee information in a timely fashion and making sure employees know what is required of them at the work sites.

The Human Resources Assistant will assist other Managerial staff with daily staff requirements for entry level position and for casual hires.

Will be required to collect payroll data or new employee data and the distribution of documents, pay stubs, etc to employees or department.

The booking of travel for all employees within the organization will be booked by the Human Resources Assistant. Employee will be responsible for the reconciliation of credit card on a monthly basis and will be responsible for transportation to/from airport in Cambridge Bay and ensuring employees follow travel policies.

Creation of employee reports for fulfillment of contract obligations will also be one of the duties of this position.

Knowledge, Skills and Abilities

Must have knowledge of Excel, Word, Outlook, use of photocopier, facsimile machine, scanner.

Excellent organization skills will be required as the Human Resources Assistant helps organize the work demands of a variety of managers and must help track up to 200 employees on various work sites.

Course work in human resources preferred.

Must be able to multi-task.

Pleasant telephone manner is a requirement as is the ability to professionally greet clientele.

Working Conditions

Physical Demands

Typically the incumbent works up to 40 hours a week, although there may be times when meetings may need to be conducted at unusual times and for unusual durations. Most of the time is spent in a sitting position with frequent opportunity to move about.

Environmental Conditions

The majority of the work of the Human Resources Assistant is done in a comfortable office environment. There are no significant environmental concerns for this position.

Sensory Demands

This job will require on occasion intense periods of concentration when preparing documents, compiling reports, entering data and creation of reports is required. Periods of focused listening and note taking may be involved when dealing with clients or staff over the telephone.

Mental Demands

The Human Resources Assistant will deal with work demands from a number of Managers at the same time. Distractions on the Assistants time and concentration on a work task will be ongoing. This could cause some stress when attempting to prioritize tasks and deal with multiple clients at the same time.