



EMPLOYMENT OPPORTUNITY

The City of Bathurst is now accepting applications for the following permanent full time position with the management team:

HUMAN RESOURCES ASSISTANT

POSITION SUMMARY:

Reporting to the Human Resources Manager, the Human Resources Assistant is required to perform a wide range of senior level administrative functions by providing confidential support to the Human Resources Department.

POSITION SPECIFICATIONS:

Education and Experience

- The individual must possess a diploma in Business Administration, Human Resources or related field with a minimum of five (5) years of progressively responsible related experience working in a Human Resources department, preferably in a unionized environment.
- Must have a strong knowledge of MS Office/Excel skills
- Excellent oral and written communication skills and the ability to function in both official languages (English and French) are required.

Main Responsibilities

- Perform administrative support: drafting and formatting of documents using office software, proofreading and grammatical revision, information searches, records management, filing and archiving, photocopying;
- Responds to inquiries from managers, employees and external individuals regarding the status of job postings, general application information, and employee status; following up with appropriate correspondence as required;
- Manage/complete all internal administrative paperwork such as Payroll Status Change Forms, Terminations Forms, etc.;
- Maintains manual and electronic filing systems and records (employment related);
- Reviews and approves internal/external job postings, verifying information on postings for content and accuracy; recommends changes to postings; ensures that policies and procedures of the City/collective agreements are adhered to;
- Compile, manage and keep up-to-date with all administrative functions of the Joint Health and Safety Committee as the Recording Secretary;
- Support recruitment procedures including the screening process, interview panel, etc.

The City of Bathurst offers a competitive compensation and benefits package.

Interested and qualified candidates are invited to submit their resume (in confidence) before November 16, 2018, to:

Ms. Véronique Bourque
Human Resources Manager
150 St. George Street
Bathurst, NB
E2A 1B5
Fax: (506) 548-0581
E-mail : veronique.bourque@bathurst.ca

The City of Bathurst thanks all those who will apply. However, only those to be interviewed will be contacted.
