

Communitas – Staff Position Description
ADMINISTRATIVE SUPPORT STAFF

TITLE: HR Assistant – Canada Summer Jobs

REPORTS TO: HR Manager - Recruiting

POSITION SUMMARY

This position provides administrative support to the HR Department, assisting with a variety of tasks such as shredding old files, supporting health and wellness initiatives, identifying staffing needs, and conducting pre-screening calls. Additionally, the role involves scanning and uploading training documents, organizing scanned records, performing system cleanup, and updating online profiles on platforms such as Indeed and Glassdoor.

KEY DUTIES AND RESPONSIBILITIES:

1. Recruitment Support:

- Assist the Recruitment team in assessing staffing needs for all locations
- Conduct pre-screening calls with applicants
- Update company profiles on platforms such as Indeed and Glassdoor

2. HRIS and Records Management:

- Securely shred old documents and employee files
- Scan and upload old training and manual sign-off sheets
- Organize digital files
- Review and update employee records in Avanti (HRIS System) to ensure accuracy and proper record-keeping

3. Occupational Health and Safety:

- Support employee health and wellness initiatives

4. Other duties:

- Perform other related duties as required to support the HR function and organizational goals

REQUIREMENTS

- 1 year of education or experience in office administration/HR support
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Eligible participants of this Canada Summer jobs program must be:
 - between 15 and 30 years of age (inclusive) at the start of employment;
 - Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
 - have a valid Social Insurance Number at the start of employment and be legally entitled to work according to the relevant provincial or territorial legislation and regulations.
 - International students are not eligible.
- Excellent teamwork skills, as well as the ability to work independently without supervision
- Excellent written and verbal communication skills, pleasant telephone manner
- Excellent computer skills with experience in MS Word, Excel and graphics programs; proficient with internet and intranet use & communication
- Ability to work accurately and effectively in a fast-paced and changing environment, able to establish work priorities, effectively multi-task and balance varying demands
- Strong organization skills with attention to detail
- Ability to establish and maintain effective working relationships by exercising tact and diplomacy while maintaining the highest levels of service and confidentiality