Human Resources Assistant

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Position covered by the Collective Agreement with USW Local 4120

Human Resources Assistant

Ontario Veterinary College Shared Administrative Services

Hiring #: 2019-0049

Please read the Application Instructions [1] before applying

The Ontario Veterinary College Shared Administrative Services (OVC SAS) is looking for a dynamic and motivated individual to support various aspects of Human Resources activities for OVC (Academic departments and the Health Sciences Centre).

Reporting to the Administrative Manager, HR Services OVC SAS, the HR Assistant will work closely with the OVC Management teams to ensure the operational needs related to personnel in OVC are met. The incumbent will play an important support role in activities related to staffing and the creation and maintenance of HR processes and documents.

While supporting the SAS Management team, activities of the HR Assistant will include inputting payroll data, reconciling bi-weekly payroll, drafting appointment letters, assisting with components of personnel onboarding and off boarding, maintaining job fact sheets, preparation of reports, assisting with Academic Staff Work Assignments for the college etc. as required. This position offers a meaningful opportunity to work as part of a supportive and dynamic team.

Requirements of this position include: 1 year of post-secondary education in a Human Resources or related community college program plus some related experience providing Human Resources administrative support, or an equivalent combination of education and experience. Advanced proficiency with Microsoft Office, in particular Word and Excel, excellent attention to detail, a commitment to accuracy, above average organizational, interpersonal, communication and time management skills. Familiarity with HR/payroll applications within an academic environment would be an asset.

Candidates should be able to demonstrate:

- A commitment to confidentiality and accuracy
- Strong analytic and problem solving skills
- Effective communication and interpersonal skills
- Exceptional organizational skills and the ability to meet deadlines
- Familiarity with the application and interpretation of collective and/or employee agreements and employment policies and procedures
Broad experience in recruitment and payroll processes

Ability to independently recommend efficiencies

Position Number         206-022
Classification               USW, Local 4120 Salary Band 3*
Salary Range               $20.81 Minimum (Level 1)
                           $23.23 Normal Hiring Limit (Level 3)
                           $28.09 Job Rate (Level 7)

*Tentative evaluation; subject to committee review

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 01 17
Closing Date: 2019 01 24

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/human-resources-assistant

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply