



# BUILD A CITY. BUILD A FUTURE.



## HUMAN RESOURCES ASSISTANT (2-year Term)

### SCOPE

Our Human Resources team is looking for an HR Assistant to help us attract and hire the best people for our jobs. Reporting to the Manager, Human Resources & Communications, the Human Resources Assistant plays a critical role in supporting our recruitment efforts and executing on employee related initiatives.

### EMPLOYMENT STATUS

Exempt – Regular Full-Time (2 Year Term)

### RESPONSIBILITIES

- You will work in partnership with the Employment Specialists, HR Advisors and hiring managers to ensure quality and value throughout the hiring process.
- You will provide support through the entire cycle of recruitment including: preparation of job postings, coordination of testing and interviews, data entry of new employees, onboarding and other related duties.
- You will respond to employment related inquiries from staff and members of the public.
- You will assist in the administration of HR projects, programs and initiatives.
- You will participate in the review of administrative processes and provide recommendations for business improvement.

### QUALIFICATIONS

- A Diploma in Human Resources or a related field supplemented by office assistant experience.
- Minimum 2 years' administrative experience with the ability to work with confidential material in a manner demonstrating sound judgement.
- Progressively responsible experience providing administrative support in a public sector organization is an asset.
- Proficient with Microsoft Office programs and have some exposure to HR systems (HRM, ATS).

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.  
Apply online at [www.surrey.ca/careers](http://www.surrey.ca/careers)



- Effective communicator, both written and verbally
- A strong team player that values collaborative relationships with colleagues and customers
- Customer-focused with the ability to understand and anticipate internal and external customer needs and deliver an exceptional experience
- A self-starter who can work independently to meet deadlines and follow through on commitments
- Ability to review and provide feedback to help further advance the operations of the business to better serve customers
- Knowledgeable of Human Resources foundations and functions
- This position involves completion of a Police Information Check.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.  
Apply online at [www.surrey.ca/careers](http://www.surrey.ca/careers)

