



Position Title: Human Resources Assistant (Talent Management & Organization Development)

Position Status: Full-Time Regular

Department: Human Resources and Corporate Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Our Human Resources and Corporate Services Department is seeking a Human Resources Assistant who will support our Talent Management & Organization Development Division with the delivery of a variety programs and initiatives including our internal communications program, employee recognition and talent acquisition project work.

You are: A confident self-starter who has excellent communication skills and a can do attitude. You are creative, have excellent attention to detail and are comfortable working with limited supervision.

The Human Resources Assistant reports to the Division Manager, HR Talent Management & Organization Development and falls within our Corporate Support, Level 1 job family.

This role:

- Performs a variety of duties in support of the Talent Management Division and is a primary contact for employees and managers requiring support pertaining to matters such as internal communications, exempt performance reviews, employee recognition, MetroFit general inquiries and Talent Acquisition Project work.
- Performs a variety of duties related to the logistics of programs, facilitation sessions and events. Tracks and processes information and expenditures for ongoing program activities and adhoc initiatives. Creates templates and tracking sheets.
- Coordinates meetings and events including reserving meeting rooms and preparing resources such as video and phone conferencing equipment.
- Contributes to hosting employee events such as lunch and learns and employee led initiatives. May conduct site visits and sources content for the internal communications program.
- Makes arrangements with external consultants for a variety of program needs such as conflict resolution processes and external recruiters for hard to fill positions.
- Supports the Division Manager and Program leads with a range of matters including generating a variety of reports from Qestica, Unit4 and PeopleSoft in support of divisional activities.

- Prepares, edits and formats a variety of communication material such as communication plans for change initiatives, intranet news stories and all staff communications.
- Provides support for the delivery of employee programs such as wellness initiatives. Supports succession planning initiatives and coordinates the exit interview and knowledge transfer process for retiring employees.
- Assists with outreach events including registration, hotel and transportation bookings, shipping equipment and tracking expenses as required.
- May provide administrative support for the delivery of employee training programs including processing training forms, new employee orientation forms, course evaluations, providing course information, updating training records, updating course waitlists, and providing course registration confirmation.
- May process employee recognition requests including ordering items and processing invoices.
- Sets up and maintains departmental files using an electronic records information system ensuring compliance with corporate records management standards. Prepares departmental and employee files for off-site storage.
- Performs other related duties as required.

To be successful, you have:

- 2 years of recent, related experience supplemented by a high school graduation and completion of relevant post-secondary courses such as a certificate program in office or business administration; or an equivalent combination of training and experience.
- Ability to work independently under general direction, including using judgment to manage and prioritize day-to-day priorities.
- Demonstrated commitment to, and considerable experience delivering a high level of customer service.
- Demonstrated communication skills (verbal and written), including the ability to effectively listen and assist in resolving problems.
- Ability to establish and maintain effective working relationships with internal and external contacts.
- Ability to exercise substantial discretion and deal with highly sensitive and confidential information.
- Ability to apply policies, procedures and collective agreement language to routine situations.
- A high level of attention to detail, including the ability to process data efficiently and accurately.
- Strong organizational skills and the ability to work under time constraints and with frequent interruptions.
- Strong administrative skills and knowledge of office procedures and filing systems (electronic and paper).
- Practical knowledge of a complex Human Resources Management System such as PeopleSoft is an asset.
- Advanced skills using Microsoft office programs, including Word, Excel, PowerPoint and Outlook. Experience and skill managing content using SharePoint is an asset.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

We are committed to diversity, equity and inclusion and being representative of the region we serve. We invite all qualified candidates to apply including Indigenous People, visible minorities, immigrants, 2SLGBTQI+, all genders and persons with

disabilities.

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by August 11, 2023.