



DISTRICT OF SAANICH
CORPORATE SERVICES
HUMAN RESOURCES

HR ADMINISTRATIVE ASSISTANT Up to 2 Temporary Full-Time Positions (Up to 18 months)

The District of Saanich is the largest municipality in beautiful Greater Victoria, blending both the urban and rural environment and home to approximately 124,000 citizens. Employing more than 1,500 members, our greatest asset is a high performing workforce. We provide a collaborative, dynamic and progressive work environment that consistently attracts top-quality people, allowing them to grow their skills and perform at their best.

Our competitive wages, excellent benefits package, generous pension plan, supportive and inclusive work environment, flexible work program and progressive initiatives make the District of Saanich a highly desirable place to invest your talent.

The District of Saanich is currently seeking Human Resources Administrative Assistants to join our HR team. The HR Assistant provides confidential, accurate and efficient administrative support to the Human Resources Division as well as assistance to the public and staff. This position will facilitate the administration of the recruitment process by overseeing the posting of various positions using the HRIS Recruitment module and external sources, and works interchangeably with the HR Coordinator, Compensation, Systems and Records. The HR Administrative Assistant provides First Aid coverage for the Municipal Hall and completes the required related documents.

The ideal candidate thrives in an environment where multitasking is required and accuracy and attention to detail are essential. You will possess superior administrative skills, a strong customer focus, and excellent communications skills. As the first point of contact for the HR Division, you will have considerable independence in judgement when providing information, coordinating and administering tasks related to programs, and establishing priorities to meet operating requirements and established objectives.

Requirements include: Grade 12 with either a human resources certificate or completion of first year public administration diploma program; five years' experience in a senior clerical position or three years of progressively more complex experience in a human resources office; and one year experience with Human Resources Information System data entry, system maintenance, record keeping, complex mathematical calculations and general administration of HRIS functions. The successful candidate must have or be willing to be immediately certified in Occupational First Aid Level II.

Qualified candidates must also have the ability to type rapidly and accurately, edit correspondence, and correct grammar and punctuation; take minutes and compose correspondence; and proficiency in the use of Microsoft Office Suite. Proficiency in the use of JD Edwards HRIS is strongly preferred. Candidates with an equivalent combination of education and experience may be considered.

If this opportunity matches your profile and motivates you, please provide a resume and cover letter outlining your experience, education skillset and how you will bring your team-oriented mindset to complement our awesome HR team.

The annual salary range for this exempt position is \$70,835 to \$83,365 and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Wednesday, June 12, 2024, quoting competition 24171 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. Only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca. We thank all applicants for applying.