

# HUMAN RESOURCES ADMINISTRATIVE ASSISTANT - TERM

Position ID: J0425-0370

Job Type: Term Full Time

Department: Human Resources

Number Of Positions: 1

Min Salary: \$26.17/Hour

Max Salary: \$26.17/Hour

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As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

## The Opportunity:

The Human Resources Administrative Assistant term position provides essential administrative support to our HR department in assisting with filing projects, maintaining accurate records, and other administrative tasks and projects as required. This role requires strong organizational skills, high attention to detail, and the ability to manage multiple responsibilities in a fast-paced environment while ensuring compliance with company policies and legal requirements.

Responsibilities include:

- Scan paper files into SharePoint to ensure accurate digital documentation and easy access
- Organize, file, and maintain onboarding documents, including high-volume hiring records for seasonal staff (up to 100 + documents)
- Sort and restructure documents in SharePoint to improve document and data organization
- Maintain proper file naming conventions and storage procedures to ensure consistency and compliance with company policies
- Perform additional administrative tasks as required

## You Bring:

- Education in Human Resources, Business Administration, or a related field is preferred, but not required
- Experience as an administrative assistant is preferred, but not required
- Highly proficient in MS Office Suite
- Experience with document management in SharePoint is an asset
- Experience managing files, data, and information
- Experience in Avanti or similar human capital management system an asset
- Attention to detail and a high level of accuracy
- Highly organized with a proven ability to plan and prioritize conflicting deadlines
- Exceptional customer service skills and an innate desire to assist others
- Strong written and verbal communication skills
- Ability to quickly align with shifting priorities and work assignments, and meet short timelines

- Ability to maintain strict confidentiality and discretion when handling sensitive information
- High degree of professionalism, positivity, and enthusiasm
- A growth mindset with a desire to learn
- Demonstrated ability to collaborate effectively within a team and work independently, with a proactive approach to seeking clarification and asking questions when needed
- Education in Human Resources, Business Administration, or a related field is preferred, but not required

**We Offer:**

Competitive compensation and the following benefits:

- EAP (Employee Assistance Program)
- Annual adult Genesis Place pass

We believe connection and culture are the keys to our customer service. We do this through continuous learning, regular team building, and organizational social events so all employees have the knowledge to provide excellence in service to our community.

**Additional Information:**

This is a full-time, 16 week temporary position with a weekly schedule of 37.5 hours.

Please include a cover letter introducing yourself and your interest in this role.

**Next Steps:**

Candidates are invited to apply online at [www.Airdrie.ca](http://www.Airdrie.ca). We only accept resumes and additional application documents through our online recruitment system. In person applications, email or other online forms will not be considered.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.