



The Corporation of the City of Brantford Human Resources

requires

Administrative Assistant – Human Resources

Job ID# 2353

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

The Administrative Assistant - Human Resources provides a range of administrative duties that ensure the efficient day-to-day operations of the Human Resources department and acts as the first point of contact, including in-person reception, telephone and email inquiries. Duties include but are not limited to; providing support to the Human Resources department, main telephone reception, greeting internal and external customers by handling or referring their inquiry, opening and distributing mail, ordering supplies, maintaining department room bookings, scheduling and organizing in person and virtual meetings, assisting with meeting arrangements as well as minute taking at HR Staff meetings, producing employee ID badges, employment verification letters, creating files and maintaining the filing system on the Versatile records database, and completing front counter documentation for a number of policies and procedures. The Administrative Assistant is responsible for supporting the recruitment process including coordinating and scheduling interviews, creating interview packages and conducting reference checks. The Administrative Assistant - Human Resources is also responsible for coordinating the annual Employee Recognition event, enrolling employees in benefit plans, updating JD Edwards, benefit provider and OMERS pension systems, reconciling records and participates as a scribe or other duties as assigned for the purposes of emergency management.

QUALIFICATIONS

- Applicants must have successfully completed a one (1) year post-secondary certificate program in office administration.
- Applicants must possess a minimum of one (1) year related administrative experience ideally in a Human Resources department.
- Excellent computer literacy with Microsoft Office software is required.
- Working knowledge of Versatile Records Management as well as JDEdwards is an asset.
- Previous experience with minute taking and well-developed customer service skills are essential.
- Applicants must possess superior interpersonal and communication skills, excellent organizational skills, and the ability to work as a team member in an environment with frequent interruptions.
- Applicants may be required to participate in skills assessment testing.

WAGE/SALARY RANGE: \$29.07 to \$36.34 per hour (based on a 35 hour work week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday, May 29, 2025, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.