



Position Title: Human Resources Assistant

Position Status: Full-Time Temporary (This position to last not later than October 1, 2027)

Department: Human Resources

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Corporate Support, Level 1 (\$2,659.30 - 3,129.10 bi-weekly) (2024 wage rates)

Our Human Resources Department is seeking a Human Resources Assistant who will support our Talent Acquisition, Development, and Engagement teams with the delivery of a variety programs and initiatives including our exempt performance review process, diversity, equity and inclusion initiative, employee recognition program, and employee orientation process.

You are: A confident self-starter who has excellent administrative and communication skills with a results-driven approach. You are creative, have excellent attention to detail and are comfortable working with broad direction.

The Human Resources Assistant reports to the Program Manager, Talent Acquisition, Development and Engagement.

This role:

- Performs a variety of duties in support of the Employee Development and Engagement team, such as exempt performance reviews; employee recognition; diversity, equity, and inclusion initiatives; employee orientation processes; and training administration.
- Processes the administrative steps of exempt performance reviews for the organization. Reviews submissions for appropriate approvals and coordinates the file management and transfer of information for processing within PeopleSoft. Records continuing education plans within PeopleSoft.
- 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 ad-hoc initiatives. Creates templates and tracking sheets.
- Coordinates meetings and events including reserving meeting rooms and preparing resources, such as presentations and conference equipment. Prepares agendas, presentations, and meeting minutes for a variety of cross-departmental groups.

- Makes arrangements with external consultants for a variety of program needs, such as presenters, trainers, and ancillary services. Reviews accuracy of invoices and processes financial transactions.
- Hosts employee events, such as lunch and learns, inclusion experience events, and employee engagement events. May conduct site visits for employee events.
- Prepares reports from Questica, Unit4, PeopleSoft, ZenCity, and SharePoint.
- Provides 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.
- Assists with setting up and registration of webinars for the department.
- May assist with outreach events including registration, hotel and transportation bookings, shipping equipment and tracking expenses.
- Processes 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.
- 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 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.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by February 25, 2026.