

EMPLOYMENT OPPORTUNITY

HR Administrative Assistant (Temporary / Full-time)

HSA is committed to recruiting and retaining diverse staff and encourages people who experience marginalization (including but not limited to Indigenous Peoples, racialized/people of the global majority, women, people with disabilities, 2SLGBTQIA+, gender diverse, newcomers, and diverse faiths) to apply for career opportunities within our organization.

HSA recognizes the efforts of our employees and is committed to excellent compensation, superior benefits, and ongoing recognition to maintain work/life balance.

WHO WE ARE

The Health Sciences Association of BC (HSA) is a dynamic union delivering modern health care to British Columbians. HSA represents more than 20,000 health science and community service professionals at over 265 hospitals and agencies in acute care, long-term care and community health across the province. In addition to negotiating collective agreements for its members, HSA works to preserve and promote public health care in Canada through campaigns and affiliations. For more information about HSA, please visit our website at hsabc.org.

WHAT WE ARE LOOKING FOR

HSA is looking for an experienced individual to fill the temporary, full-time position of HR Administrative Assistant at its office in New Westminster, British Columbia. This position is anticipated to end on February 27, 2026 or until return of incumbent.

The HR Administrative Assistant performs a wide variety of complex and confidential administrative duties and serves as liaison between the Human Resources and Payroll departments at HSABC.

The HR Administrative Assistant performs duties that require considerable confidentiality and sensitivity, initiative, tact, maturity, and independent judgment. The HR Administrative Assistant demonstrates discretion in preparing, disclosing, and handling information of a confidential, controversial, and sensitive nature; establishes work priorities and remains flexible; possessing strong interpersonal, organizational, and communication skills.

The HR Administrative Assistant will receive work direction from the Executive Director of Finance and Operations and from the Human Resources Coordinator.

The HR Administrative Assistant has regular contact with Senior Management and other leadership staff and provides direct support to the Executive Director of Finance and Operations, the Human Resources Coordinator and the Human Resources Administrator and will work closely with the Payroll Administrator in assuring seamless function of these related functions. The HR Administrative Assistant is a communication liaison within and outside of Human Resources and Payroll and receives questions from key parties across the organization.

DUTIES AND RESPONSIBILITIES

- Comply with PIPA requirements
- Support all Human Resources functions including creating and maintaining documents such as letters, job postings, forms and personnel files
- Schedule interviews, conduct skills assessment and reference checks
- Create and maintain recruitment and personnel folders; organize folders in HR storage room
- Schedule, coordinate, and attend monthly Labour Relations meetings
- Provide administrative support to the OH&S Committee, including scheduling meetings, preparing agendas, taking meeting minutes, and posting the approved minutes on bulletin board and InfoWeb
- Provide administrative support to the Finance Committee, including scheduling meetings, preparing agendas, taking meeting minutes, updating Business Arising schedule, tracking member communications spreadsheet, and any related duties assigned by the Executive Director of Finance and Operations
- Support and assist the Executive Director of Finance and Operations in preparing annual budget documents for budget meetings
- Prepare agendas and take minutes or verbatim record of meetings, as assigned
- Answer and process telephone calls in a courteous, positive, and professional manner
- Make travel arrangements by liaising with vendors and verifying details according to travellers' profiles, schedules, and preferences, as assigned
- Make edits to HSASU/HSA Collective Agreement
- Assist with staff onboarding and offboarding processes
- Assist with staff training and development initiatives
- Assist with staff appreciation events
- Assist with employee health and wellness initiatives
- Screen correspondence and agendas, take appropriate preliminary actions based on departmental requirements and directions, and anticipate related requirements
- Make meeting room arrangements, including booking, catering, setting up the room, and tidying the room for next users
- Ensure timely delivery and routing of time sensitive materials
- Maintain records and reference materials for supported staff according to the HSA records system
- Act in accordance with supported staffs' current preferences, profiles, schedules, work flow, travel and frequent contacts for team members
- Flag competing demands and recommend alternate solutions
- Identify areas of practice and process improvements
- Work collaboratively with colleagues and share own expertise on administrative assistant practice
- Take initiative in seeking out and implementing improved processes on an ongoing basis in collaboration with colleagues
- Offer to help other staff if assignments are completed
- Other related duties as assigned

QUALIFICATIONS & REQUIREMENTS

- Successful completion of post-secondary office administration or secretarial training
- Minimum of five years' senior administrative assistant experience in a senior administrative support role preferred
- Strong understanding of Human Resources and Payroll function and related software
- Demonstrated tact and discretion in preparing, disclosing, and handling information of a confidential and/or sensitive nature

- Understanding of and commitment to issues of Equity, Diversity and Inclusion
- Demonstrated advanced word processing skills with MS Word
- Demonstrated intermediate Excel skills and other MS Office applications
- Proficiency in MS Teams, WebEx, and other online meeting platforms
- Demonstrated ability to create, format, and proofread complex documents and basic spreadsheets
- Ability to take minutes of meetings, including accurate recording of key concept discussions and action items
- Ability and willingness to learn about the work of the supported staff
- Excellent organizational skills and attention to detail
- Excellent oral and written English communication skills, including professional telephone etiquette
- Demonstrated ability to work to tight deadlines and competing demands, both independently and as a team member
- Ability to take direction and to work independently and conscientiously with minimal supervision
- Ability to anticipate needs and take preliminary actions
- Ability to adapt to new technology and processes by acquiring new knowledge and developing additional skills and abilities
- Ability to maintain calm and professional manner under challenging circumstances, such as when interacting with difficult people

Salary Range: \$83,000 to \$93,000 per annum, based on a 36-hour work week.

HOW TO APPLY

If you are interested in applying for this opportunity, please email your cover letter and resume outlining how your qualifications meet the position requirements to hr@hsabc.org, referencing posting number **HR-AA-T1124** and position title in the subject line.

Closing Date: December 2, 2024

No phone calls please.

We thank all applicants for their interest and advise that only those shortlisted will be contacted.