



## Human Resources Assistant, Temporary (20 hours/week)

You have a passion for making a difference, you crave the opportunity to impact your community and you would describe yourself as someone who seeks a career with purpose. You have a strong internal drive that pushes you to seek challenging work in a collaborative, professional and reputable environment that does meaningful work in Calgary.

At Inn from the Cold, our mission is to offer shelter, sanctuary, and healing to assist homeless children and their families achieve independence. We need passionate, high-performing and solution-oriented team members to achieve our mission and have an exciting and challenging opportunity for the right candidate.

### Position Summary:

The Human Resources Assistant will be responsible for providing transactional HR support to the Manager, Human Resources. He or she will assist with the development and implementation of recruitment, orientation and training, health and safety and other areas as directed. Clerical work will include filing of correspondence, cards, invoices, receipts and other records in alphabetical, numerical or any other required ordering system. Other duties involve maintaining accurate, up-to-date HR filing systems and personnel records, and drafting reports. Other duties will be assigned as necessary.

### Primary Duties and Responsibilities:

- Support Human Resource Manager with all transactional HR functions.
- Maintain accurate and comprehensive personnel records and updating HRIS system.
- Assist in the recruitment processes.
- Assist Manager, HR with training program development.
- Assist with employee orientation and training.
- Prepare formal communications to employees for HR Manager review.
- Assist with payroll and benefits administration as required.
- Respond to internal and external Human Resources related inquiries from employees, department managers and other parties.
- Distribute HR policies, procedures and memorandums to the appropriate individuals, divisions, or departments across the organization.
- Draft general forms, letters, reports, and memos as necessary.
- Provide assistance with regards to researching HR related issues
- Photocopy and scan documents as required.
- Receive and distribute all forms of HR communications.
- Assist with regular research and compliance initiatives regarding Human Resources issues.
- Organize, maintain, and coordinate office records and files in their proper locations.
- Locate filed materials upon request, ensuring that materials are given only to authorized parties.
- Keep accurate and complete records and forms of filed items.
- Answer questions about records and files.
- Add new material to files and records.
- Create new files and records as necessary.
- Perform other duties as required.



### Qualifications:

- High school diploma, GED or other equivalent.
- Post-Secondary courses or Diploma in Human Resources or a related field.
- 2 years' experience in the Hospitality industry preferred.
- Experience as a Human Resources Assistant preferred.
- Excellent written and verbal skills and comprehension.
- Excellent time management skills.
- Highly organized.
- Service oriented.
- Able to generate or use different sets of rules for combining or grouping things in different ways.
- Excellent problem solving skills.
- Able to quickly and accurately compare similarities and differences in sets of letters, numbers, objects, patterns and pictures.
- Excellent memory skills.

Please apply online at: <https://innfromthecold.org/take-action/work-with-us/>

Resumes will be accepted until Wednesday June 12, 2019

Only those selected will be contacted. No phone calls please.

### Values:

- **Embrace Compassion:** we fulfill a duty of care, not only to our guests, but to our colleagues and our community
- **Exhibit Courage:** we uphold the convictions of the organization and support our community, especially when faced with adversity
- **Work Inclusively:** we foster a culture where all stakeholders feel they have an opportunity to turn their potential into performance
- **Demonstrate Respect:** we believe the way we treat each other in achieving our objectives is just as important as what we achieve
- **Act with Accountability:** we demonstrate a commitment to our word, accept responsibility for our mistakes, and take action to address them
- **Encourage Innovation:** we take informed risks and champion new ideas