



N24-29 Human Resources Assistant Permanent Full-Time

Primary Duties

- Assist Human Resources advisors with recruitment efforts as required e.g. Creation of job postings, file creation, entering vacancies information, screening applicants, and assessment against selection criteria.)
- Represent CMH at job fairs and other recruiting functions as required
- Assist with facilitating new hire process by creating employee files, registering new hires for orientation programs, meeting with new hires to complete documents as needed, monitor completion of new employee onboarding requirements.
- Assist and support labor relations initiatives with document preparation, research, report generating and auditing pertaining to the grievance procedure, rights and interest arbitration, collective bargaining, layoffs, restructuring, etc.
- Assist with the design and implementation of training programs including the new employee orientation program; facilitate training programs as required, along with keeping record of training results.
- Assist to ensure that job descriptions, and performance appraisals are up to date.
- Manage office supply's including conducting routine assessment of supply needs, collecting supply orders to give to Human Resources manager and organizing department supplies.
- Prepare agenda for meetings (E.g. JHSC, Labor Management, Grievances, etc.), record meeting minutes and distribute minutes of the meetings.
- Assist the Human resources manager in work associated with special projects (e.g. compiling information, and statistical data)
- Prepare organizational development activities based on monthly initiatives for employees.
- Develop and implement strategies for recruiting, retaining, and recognizing hospital volunteers.
- Coordinate volunteer onboarding, including background checks, orientation sessions, and training programs, while managing volunteer schedules to meet department needs.
- Serve as a backup for payroll processing, including running pay cycles when the payroll coordinator is unavailable.
- Coordinate the onboarding process for placement students including orientation and required training.
- Facilitate training through the Ilearn platform, including user access, course assignments, and troubleshooting.
- Other duties as assigned

Education & Experience

- Diploma or Undergraduate Degree in Business/Human Resources or another related field preferred
- CHRP designation preferred
- Certification by Canadian Payroll Association completed or in progress preferred
- Experience with payroll/scheduling systems, HRIS systems or equivalent is required
- At least two years' experience working in a similar human resources capacity required
- Experience working within a unionized and/or healthcare environment preferred
- Demonstrated knowledge of and ability to interpret and apply employment legislations (e.g., employment standards, human rights, health & safety, privacy, compensation, labour relations, etc.), human resources policies and collective agreements
- Experience and knowledge of electronic systems including MS Office Suite, Learning Management Systems, etc. required

Skills & Abilities

- Excellent interpersonal, verbal and written communication skills
- Demonstrated superior attention to detail with a high degree of accuracy
- Demonstrated excellent judgement and proven analytical skills
- Demonstrated training experience
- Demonstrated ability to independently identify issues, plan improvements, measure success and continue improvement
- Demonstrated ability to perform with minimal supervision; to prioritize duties
- Demonstrated ability to build, foster and maintain productive relationships with candidates, clients, team members, and external partners
- Strong time management, planning and organizational skills to manage competing priorities and meet deadlines
- Reinforces the Hospital's mission, vision and values through one's own actions and attitudes; is both accessible and responsive
- Demonstrated ability to manage routine correspondence, multiple tasks/projects, diversified workload and rapidly changing priorities and challenging deadlines.
- Demonstrated discretion and professionalism when handling confidential information.
- Demonstrated commitment to the safety of co-workers and patients.

How to Apply: Email your resume and cover letter to careers@cmh.ca with the job title and competition number **N24-29** in the subject line by December 18th, 2024.