	<i>HR Assistant - Job Description</i>	
	Issue Date:	Sept 19, 2022

## **Schedule - A**

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**Position Title: Human Resources Assistant**

**Location:** On-Site near Regina, Saskatchewan

**Reports To:** VP Human Resources

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## **Job Summary**

We are looking for an HR Assistant to join our team to help with the Company's employee hiring, onboarding, compensation and evaluation work, etc. A successful candidate needs to have a passion for HR, and is familiar with Canadian and Saskatchewan labor law. The goal is to ensure the HR department's operations will be running smoothly and effectively to deliver maximum value to the organization as a whole.


### ***Daily job duties and responsibilities:***

- Answering employee questions and recording complaints
- Entering data into HR databases
- Creating and distributing documents
- Reviewing performance evaluations and other reports
- Tracking the attendance of employees and their use of vacation and sick days
- Providing customer service to organization employees
- Serving as a point of contact with benefit vendors/administrators
- Maintaining computer system by updating and entering data
- Setting appointments and arranging meetings
- Maintaining calendars of HR management team
- Compiling reports and spreadsheets and preparing spreadsheets

HR assistants are involved in a number of areas of human resources, including:

### ***Recruitment/New Hire Process***

- Participating in recruitment efforts
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Ensuring background and reference checks are completed
- Preparing new employee files
- Orienting new employees to the organization  
(setting up a designated log-in, workstation, email address, etc.)

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- Administering new employment assessments
- Serving as a point person for all new employee questions

***Record Maintenance***

- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Completing termination paperwork and assisting with exist interviews

***Requirements and skills***

- A minimum of two years' experience in Human Resources work
- Understanding of general human resources policies and procedures
- Good knowledge of employment/labor laws
- Outstanding knowledge of MS Office and professional HR system
- Excellent communication and people skills
- Aptitude in problem-solving
- Desire to work as a team with a results-driven approach
- BA in HR or Business administration is preferred

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