



Human Resources Assistant (Human Resources)

Salary Range	Will be negotiated based on experience
FTE	1.0 FTE
Start Date	As soon as possible
Location	1038 Northgate Centre 9499-137 Avenue Edmonton, AB T5E 5R8
Program Overview	<p>The Human Resources Assistant is an integral part of the Edmonton North Primary Care Network (PCN) team and works as a member of the Human Resources Department.</p> <p>The Human Resources Assistant will work with the Human Resources department providing assistance with HR functions, administrative support and act as the backup for payroll and benefits as needed.</p>
Position	Working alongside other members of the Human Resources team, the Human Resources Assistant will ensure the coordination of effective monitoring of policies and procedures, draft and edit various documents, maintain accurate records and employee files, ensuring compliance, assist with benefits and payroll enrolment.
Report to	Human Resources Manager
Education	<p>Certificate or diploma in office administration, business administration or other related discipline.</p> <p>Human Resources Diploma or Certificate</p> <p>Certified Payroll Professional would be considered an asset</p> <p>A comparable combination of education and/or experience would be considered</p>
Experience	<p>A minimum of two (2) years' experience in an Human Resources assistant or administrative role</p> <p>Proficient and demonstrated understanding of Alberta Human Rights Act, Alberta Employment Standards Code, policies and procedures</p>
Skills	<p>Being industrious, personable, adaptable having integrity are essential qualities for Human Resources Assistant at the Edmonton North PCN as they are expected to work independently, while involving and consulting with the team and manager, as appropriate.</p> <p>Additionally, the Human Resources Assistant must have excellent time management and organizational skills, creative problem solving skills, and the ability to maintain a high level of confidentiality.</p>
Days/Hours of Work	Monday – Friday: 8:00a.m. - 4:15p.m.
Application	Please forward your resume' with cover letter, indicating your salary expectations to greatjobs@enpcn.com
Dated	November 26, 2019
Closing date	December 10, 2019

The Edmonton North Primary Care Network offers competitive salaries and an excellent benefit program.
While we appreciate all interest in our posted positions, only those chosen for interview are contacted.