

Employment opportunity: Human Resources Assistant



The Hospital Employees' Union is looking for an experienced professional to fill the regular full-time position of **Human Resources Assistant** at its provincial office in Burnaby, British Columbia.

The Human Resources (HR) Assistant is a member of the human resources team reporting to the Human Resources Manager assigned. They will provide confidential administrative support to the Human Resources Manager. They will also support the team on staff engagement, development, and training matters. The HR Assistant will support the Servicing Internship for Members and may serve as administrative backup during collective bargaining.

Duties performed by the HR Assistant may vary from day to day and they will assist with the determined priorities.

This position requires the incumbent to work as part of a team and is expected to perform the full scope of duties within the job description to support the management team.

Duties and Responsibilities

The general duties and responsibilities of the HR Assistant include, but are not limited to, the following:

- Preparing meeting agendas and ensuring that relevant information is circulated prior to meetings.
- Recording proceedings, taking and distributing minutes and relevant information pertaining to various committees, and initiating follow-up action.
- Creating and maintaining an active bring-forward system for all action items recorded in minutes of meetings and ensuring they are included in future agendas.
- Taking and transcribing dictation with speed and accuracy at a variety of other meetings such as collective bargaining preparation meetings (including proposals) and grievance dispositions, and numerous other committee meetings.
- Processing a variety of highly confidential related transactions.
- Assist with recruitment and onboarding processes.

...more

- Compose and proofread a variety of confidential documents including correspondence, collective agreements, contracts, invoices, proposals, presentations, reports, and briefs.
- Set up and maintain both electronic and hard copy filing systems and databases including archiving and disposing as required; maintaining updated reference materials; keeping accurate records which may include grievance logs, contact information and calendars of assigned management staff.
- Provide research support maintaining and using appropriate databases, search engines and sites, retrieve information and reports, and generate and maintain basic spreadsheets.
- Coordinate travel and accommodation for staff and members.
- Organize special events, provide support for conferences and workshops, and make meeting and appointment arrangements and provide administrative support as required.
- Maintain up-to-date knowledge of HEU policies, programs, and campaigns.
- Assists all members of the Human Resources team as required for workload and leave coverage.
- Documents processes and procedures related to the position and trains replacement staff as needed.
- Enters information into HRIS system.
- Performs other related duties as assigned.

Qualifications and Experience

- Completion of Human Resources Diploma and a minimum of two years experience working in a Human Resources position preferably in a unionized environment or an equivalent combination of education, training and experience may be considered.
- Knowledge and understanding of provincial and federal legislation covering Human Resource practises such as the Employment Standards Act, Freedom of Information/Protection of Privacy and Human Rights.
- Demonstrated ability to take initiative and work efficiently and collaboratively in a team-based environment.
- Excellent interpersonal skills, and a highly developed capacity to relate with empathy, diplomacy, and tact to a diverse group of people inside and outside of the organization.
- Demonstrated experience working with diversity, equity, and inclusion programs.
- Ability to easily develop effective relationships across a complex organization.
- Experience developing and implementing staff development programs.

- Effective time management, organization, and prioritization skills.
- Strong problem-solving, critical thinking, and coaching skills.
- Ability to articulate information clearly and concisely with the ability to frame it according to the receiving target audience.
- Keyboard 50 WPM.
- Proficient in the use of the Microsoft Office suite of applications.
- Hands on experience with HRIS or HRMS.

Working Conditions

- On-call responsibilities - may be required to work evenings, nights, and weekends.
- The position can be stressful due to the management of competing interests.
- Ability to occasionally travel throughout the province may be required.

Applicants must be legally able to work in Canada (i.e., Canadian citizenship, permanent residency, or valid work permit).

Compensation is competitive with a hybrid work environment, generous vacation time and benefits, and a defined benefit pension plan. The current annual salary for this position is \$105,955.20.

About HEU

Since 1944, the Hospital Employees' Union has advocated for better working and caring conditions, defended public health care, and stood against privatization. We have a long history as a strong, democratic, progressive, socially conscious union committed to social justice and advancing labour and human rights on a local and global level. We identify and challenge historical and systemic inequities and hear, respect, serve, empower, and advocate for each and every member. Together we fight for fairness, solidarity, equity, inclusion, and understanding, knowing that our members' economic security depends on our success.

HEU is an equal opportunity employer. We are committed to being a workplace that is free of discrimination, values diversity, and is representative of the communities we serve. We encourage applications from qualified people of all equity-seeking groups, including Indigenous persons, Black persons, racialized persons, persons with disabilities, all gender expressions and identities, and sexual orientations.

Interested in working with us? Here is how to apply.

Please send your resume and cover letter to: **Jobapplication@heu.org (subject line: Human Resources Assistant - Your Name) by 5:00 PM, Thursday January 9, 2025.**

Please note that due to the anticipated volume of applications, we will only be responding to applicants selected for an interview.