



CAREER OPPORTUNITY



Pacekids is a dynamic, active environment, specializing in family-centred, therapeutic learning objectives that nurture each child's unique developmental and physical needs through a variety of programs.



Human Resources Assistant Full-Time Contract Position

Human Resources Assistant – Pacekids is looking to hire a full-time (37.5 hours/week) Human Resources Assistant to support the Human Resources team. This is a contract position running until September 15, 2018, with a possibility of becoming permanent.

Pacekids Programs provides family-oriented, therapeutic and active learning programs tailored to children who have physical, developmental, and behavioural challenges. As a charitable organization serving the Calgary region since 1994, Pacekids Programs' mission is to strive for excellence in the therapy, education, and family empowerment of children with special needs.

Do you love details and people? Thrive in fast paced environment? The successful candidate will have an HR foundation with a strong administrative background and a can-do attitude. The HR Assistant will report to the HR Manager and support the HR Administrator/Generalist in the coordination and recruitment for a client group of 100+ front line employees.

RESPONSIBILITIES:

- Maintaining all filing related to aide personnel files/employment records
- Track applicants and offers, and provide monthly reporting to Human Resources Administrator/Generalist
- Maintain Human Resources Administrator/Generalist calendar as it pertains to coordinating and scheduling interviews, on-boarding appointments etc.
- Confirm training sessions with new team members
- Correspond with applicant's including booking interviews, coordinating on-boarding, and other correspondence pertaining to their employment
- Prepare interview and new hire packages
- Send thank you letters and follow up with applicants where appropriate
- Provide support on other HR related projects as needed
- Aide candidate screening and administrative support
- Pre-screen candidates via telephone – assessing whether the candidate is a fit for an open position
- Send out candidate assignments – review assignments to ensure candidates have a basic understanding of special needs.
- Check at least two professional references for potential successful candidates



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- Collaborate and communicate with Human Resources Administrator/ Generalist about potential candidates, applicant numbers and needs
- Place recruitment ads as needed/track and renew recruitment ads
- Payroll support and payroll related filing
- Data entry of employee information into HRIS system

QUALIFICATIONS:

- Minimum one year of Human Resources or Administration experience including maintaining personnel files, candidate screening, references checks, scheduling, and email etiquette
- Excellent interpersonal skills to work effectively with clients, families and staff
- Ability to handle sensitive and confidential information
- Sound judgement and critical thinking skills
- Ability to manage multiple priorities with high attention to detail
- Strong focus on customer service – both internally and externally
- Proficiency in the English language, both written and verbal
- Current criminal record check
- Comfort with computers and data-taking
- Understanding of Alberta Employment Standards is an asset
- Experience with HRIS systems an asset
- Administrative certificate or HR certificate an asset

CONTACT:

We are looking to fill this position immediately. If you are interested in joining our team, please direct your resume and cover letter to Shayla Hinshaw - Human Resources Department at shayla.hinshaw@pacekids.ca.

Pacekids Programs understands the importance of the right person for the right job, and appreciates a diverse workforce. Pacekids Programs encourages all candidates with the required qualifications to apply for this position, and is committed to working collaboratively on determining appropriate accommodations. We thank all applicants for their interest, however only those selected for an interview will be contacted.

