



*Metro Office
1 Gloster Court
Dartmouth, Nova Scotia
B3B 1X9*

November 13, 2020

Job Posting

One Permanent Full Time HR Support in Metro

Cover letter and Resume should be sent to:

Jennifer Young – HR Manager

Fax: 902-832-0421

E-mail: young.jennifer@yacro.com

Address: 1 Gloster Court
Dartmouth, Nova Scotia B3B 1X9

CLOSING DATE: November 23, 2020 at 4:30 pm

Job Summary

The HR Support position assists with interviews of all internal and external job applications. It assists with the hiring process for casual, part time and full time hours in the agency. The HR Support is responsible for ensuring employee files are maintained and up to date. This position will assist the Supervisor team with filling shifts. The position will assist with the scheduling and maintaining of all training for the staff.

Primary Duties and Responsibilities:

Major Responsibilities:

- Assist with interviews and evaluate internal job competitions, ensuring the competition process adheres to the collective agreement.
- Assist with filling of shifts in adherence with the collective agreement.
- Assist with the recruitment, orientation, and placement of new hires in the agency.
- Maintain all staff training schedules.
- Interpret and guide the consistent application of the collective agreement.
- Ensure each employee's file is maintained and up to date.
- Assist with administrative duties as needed.

Qualifications

Education:

- Post-secondary education in a related field would be considered an asset.
- Other work/ educational experience may be considered.

Experience:

- Proven ability to manage time effectively and meet deadlines.
- Experience working in Human Resources would be considered an asset.
- A demonstrated knowledge and commitment to the agency's mission, vision, values, and principles of operation through leadership.

Knowledge, skills and abilities

Proficiency in the use of basic computer programs including:

- Word processing.
- Excel Spreadsheets.
- E-mail.
- Internet.
- ADP management.
- Communication platforms (agency & office).

Proficiency in the use of office equipment:

- Computer.
- Voice messaging systems.
- Fax.
- Photocopier.

Proficiency in both oral and written communication.

Working Conditions

- HR Support works in an office environment.
- HR Support typically works a standard work week.

- Notes:**
1. Positions will be awarded on the basis of qualification and ability.
 2. This position is currently 40 hours per week.

This position is NOT a Bargaining Unit position.