

Role Description

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT (PAYROLL) TEMPORARY ONE YEAR CONTRACT

JOB CODE: 5540

POSITION NUMBER: 8703

PAY GRADE: \$23.409 – 27.378 HOURLY

LOCATION: CENTRAL LIBRARY, 55 YORK BLVD, HAMILTON, ON

SCHEDULE: 20 HOURS PER WEEK – MONDAY TO FRIDAY 4 HOURS PER DAY

START DATE: JANUARY 8, 2018

SUMMARY:

Reporting to the Director, Human Resources, the Administrative Assistant provides administrative support related to labour relations, payroll, time and attendance, employee file management and is responsible for records management. The role provides support directly related to human resources administration and collective agreement administration as required.

QUALIFICATIONS:

The ideal candidate will be:

- highly organized
- detail oriented
- possess excellent interpersonal, communicative and conflict resolution skills.
- work independently as well as part of a small team of generalists
- manage multiple priorities and conflicting deadlines
- ability to work efficiently with constant interruptions is a must
- proficient in the use of MSOffice suite (Excel, Word, Access)
- keyboarding speed of at least 50 wpm
- ability to perform data extraction & manipulation
- familiarity with Peoplesoft is an asset
- current understanding and working knowledge of relevant employment legislation
- three to five years previous experience working in an administrative support role

Applying

- The deadline for this application is 11:59pm Friday, December 1, 2017
- Please visit www.hpl.ca and proceed to Jobs at HPL to apply through City of Hamilton recruiting site
 - Or
- Send resumes to hr@hpl.ca

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.



Posting#13325

By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false statement may disqualify you from employment, or cause your dismissal. We thank all applicants who apply and advise that only those selected for an interview will be contacted.

Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.

The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.