



## **HR Assistant for Dynamic Non Profit Organization!**

### **Full Time Position**

This is an amazing opportunity to gain experience in one of the largest non-profit organizations in the Lower Mainland. **GREATER VANCOUVER COMMUNITY SERVICES SOCIETY** is a non-profit, multi-service organization providing home support and residential care to the elderly and persons with disabilities.

The Human Resources Assistant plays an integral part of the HR Team by providing support in a wide range of areas. There is a focus in this position on recruitment. Key duties and responsibilities include: applicant screening, job postings, scheduling interviews and orientations, preparing offer packages, reference checking, and preparing material for orientations. The HR Assistant will be the front line person in answering employee inquiries. Other duties include updating policies, conducting criminal record searches, updating the employee website, maintaining HRIS and employee files. The successful candidate for this position exhibits strong initiative, a positive customer service oriented attitude, and is very detail oriented. You will also have the opportunity to assist with HR related programs, including but not limited to, attendance enhancement, health and wellness, social committee, recognition and social media.

### **Qualifications**

#### **Education, Training and Experience:**

- Completion of post-secondary study in a recognized Human Resources Management program supplemented with 6 months recent Human Resources experience
- Operating knowledge of MS Office, Publisher and HRIS databases preferred.

#### **Skills and Abilities:**

- Ability to deal effectively with others
- Ability to organize diverse workload and work under time pressures
- Ability to communicate clearly both verbally and in writing
- Ability to work independently

If this challenging opportunity interests you, please submit your resume and cover letter by **September 5, 2017**, to: Human Resources Director, Greater Vancouver Community Services Society, #500 - 1212 West Broadway, Vancouver, BC, V6H 3V1. Email: [kfoster@gvcss.bc.ca](mailto:kfoster@gvcss.bc.ca). For more information about our organization, please refer to our website: [www.gvcss.bc.ca](http://www.gvcss.bc.ca). GVCSS is an equal opportunity employer.