

INTERNAL & EXTERNAL JOB POSTING

Assistant, People & Organizational Culture – 50% role

ISANS is seeking a Part-time **Assistant, People & Organizational Culture** to work closely with the People & Organizational Culture team to efficiently and effectively support the administrative needs of the team. Reporting to the Associate Director, People Organizational Culture, this position is responsible for:

- Producing a high volume of accurate employment-related letters from standardized templates and draft ad hoc requested letters without templates.
- Maintaining employees' files, electronically and hardcopy, in accordance with data retention and privacy policies and best practices.
- Tracking data for POC related practices and programs and report status to Associate Director, POC.
- Entering data, assuring quality, and reporting from ADP database. Liaising with ADP to resolve any technical system issues.
- Ensuring all ISANS employees are signed up with ADP, have access to their pay slips, know how to check their leave balances, book and unbook time off.
- Responding to the POC Ticket System in a timely manner to ensure all processes and procedures for new hires, transfers, departures, leaves, etc. are taken care of in advance of the deadlines.
- Ensuring POC, finance, IT, program managers, etc. are up-to-date with all changes in colleague status.
- Responding to ad hoc requests and questions from colleagues at all levels regarding POC administration.
- As part of the POC team, supporting the annual year end process logistics and related follow up.
- Other duties as requested for the day-to-day efficient and effective delivery of People & Organizational Culture services for ISANS.

The ideal candidate for this position will have the following:

Education:

- Business Administration or Human Resources certificate, diploma or degree preferred
- Equivalent combination of education and experience will be accepted

Experience:

- 1 year of administration experience, preferably within a human resources team
- Working in a diverse and inclusive environment required

Skills:

- Strict confidentiality and high levels of tact and diplomacy
- Proficient with MS Office applications, HRIS, and other technologies
- Strong time management and organization skills, including exceptional attention to detail
- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Critical thinking skills and professional judgment
- Additional languages an asset

Terms of Employment:

- Fixed-term contract to March 31st, 2020, renewable pending funding confirmation
- Part-time 17.5 hours per week

Commencement Date: April, 2019

Closing Date: Friday April 12th, 2019 – 4 p.m.

To apply: E-mail your resume and cover letter merged into one document to careers@isans.ca, stating in subject line the position you are applying for.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**

