



Human Resources Assistant, Central Services (Internal/external Posting)

The Association of Neighbourhood Houses of British Columbia (ANHBC) is currently seeking an energetic, methodical and detail orientated individual to join our HR team as our **Human Resources Assistant (HR Assistant)** at ANHBC Central Service.

Incorporated in 1894, ANHBC is a non-profit charitable organization made up of eight neighbourhood houses and an outdoor centre in Metro Vancouver area. We have over 550 staff and work with thousands of volunteers from all walks of life. The successful candidate will demonstrate a proven record of multitasking and time management skills and be able to work efficiently and effectively with staff from various backgrounds.

Responsibility:

Reporting directly to the HR Director, the HR Assistant provides administrative support to HR functions, programs, initiatives and projects, and works collaboratively with other members of the HR team (including Payroll and Benefits), as well as colleagues and teams across ANHBC.

Some of the key duties and responsibilities include:

- Post all vacant positions on ANHBC website and various external websites when requested; track and compile job vacancies and closing information across ANHBC
- Compile monthly, quarterly and annual reports, such as employee turnover report, employee exit survey and report; gather, compile data, statistics and conduct research when needed
- Maintain up-to-date resources, templates, forms and booklets of all HR programs, including payroll and benefits programs
- Post and update ANHBC news, events and spotlight information on ADP WFN platform front page when requested; draft posters and short announcements and/or messages when needed
- Serve as first point of contact for staff and/or frontline managers, provide technical support of ADP WFN access and password reset requests, and other routine self-service inquiries; forward and escalate other requests to appropriate team members
- With assist from payroll and benefits staff within the HR team, liaise with employees, managers and service providers to ensure enrollment, change and termination of group benefits programs are processed in an accurate and timely manner
- Work collaboratively with various of teams and colleagues to plan and host HR related events, trainings and gatherings

Qualifications:

- One year of related work experience, preferably in HR and administrative role; direct and recent experience in a charitable non-profit sector an asset
- Completion of high school, preferably with post-secondary education or technical courses in HR, payroll/benefits, or office administration
- Advanced level of computer skills in all key Microsoft Office suite, particularly in Word, Excel, PowerPoint, Outlook and Publisher; experience using PDF Adobe considered an asset
- Experience working with online platforms and tools, such as Survey Monkey, Google Drive and Doodle
- Experience working with a computerized HRIS system such as ADP WFN consider great asset
- Excellent data entry skills in both speed and accuracy essential
- Good verbal and written communication skills in English
- Team and customer oriented; demonstrated interpersonal skills
- Experience and demonstrated ability to work with diverse group of people, including BIPOC, LGBTQ2+ and people with different abilities to foster an inclusive workplace
- Demonstrated ability to exercise discretion and sound judgement with confidential and sensitive information a must
- Organized, ability to multi-task and manage changing priorities

Closing Date:

12pm on Monday August 22, 2022

Hourly Wage:

\$25.18 to \$26.50 based on experience

Terms of Employment:

32 to 35 hours per week; flexible hours and hybrid work arrangement available (weekly onsite work out of our Vancouver office is required)

Submit cover letter and resume to:

Lily Chen, Human Resources Director

Email: lchen@anhbc.org

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and inclusion. We encourage qualified individuals from all backgrounds and identities to consider applying for the position.

We thank and acknowledge all applicants and will proactively contact those selected for interviews

Association of Neighbourhood Houses of British Columbia

Member Houses: Alexandra NH, Cedar Cottage NH, Frog Hollow NH,
Gordon NH, Kitsilano NH, Marpole NH, Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Centre