



BRANDON SCHOOL DIVISION

Position Description: HUMAN RESOURCES ASSISTANT

Competition:	#O2403009
Location:	OFFICE OF HUMAN RESOURCES
Hours/Day:	7.00 HOURS PER DAY, MONDAY TO FRIDAY, 12 MONTHS/YEAR
Start Date:	DECEMBER 9, 2024
Term of Employment:	PERMANENT CONTRACT
Salary Range:	\$47,557 TO \$56,395 PER ANNUM
Application Deadline:	12:00 NOON, THURSDAY, NOVEMBER 28, 2024

Purpose of Position

Under the direction of the Supervisor of Human Resources, the Human Resources Assistant provides a wide range of general and administrative support for the effective and efficient operations of the HR department, while always maintaining confidentiality.

Duties and Responsibilities

Are as established by the Supervisor of Human Resources within the parameters of the [job description](#).

Required Qualifications

- Bachelor's Degree or College Diploma (Human Resource Management or related field) and/or equivalent education and experience.
- Minimum of two (2) years of work-related experience, preferably in a unionized environment.
- A good working knowledge of computer applications related to human resources/applicant tracking administration, as well as a high level of proficiency in Microsoft Office programs.
- Well-developed research, reasoning, analytical and problem-solving skills.
- Demonstrated effective interpersonal and communication skills to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Working knowledge of Human Resources legislation, policies and procedures and an understanding of collective agreements gained through a combination of directly related education and/or equivalent combination of work experience and education.
- Ability to self-manage and work independently, set priorities and meet deadlines and possess the initiative and have the ability to carry out instruction without detailed direction.
- Demonstrated ability to manage a high volume of tasks and duties in an efficient manner in a deadline-oriented environment.
- Demonstrated ability to maintain confidentiality of information within and outside the workplace.
- Willingness to participate in training and self-development programs in order to adjust to changing environments and new technologies.

Preferred Qualifications

- Working knowledge of Workplace Safety and Health legislations would be an important asset.

Your cover letter must clearly indicate how you meet the required qualifications.

TO APPLY ONLINE PLEASE CLICK [HERE](#) TO VISIT OUR CAREERS PAGE.

Inquiries should be directed to:
Office of Human Resources
human.resources@bsd.ca

Employment will be subject to a Criminal Record Check and a Child Abuse Registry Check completed within the four months preceding the date of application with results satisfactory to the Brandon School Division. Brandon School Division will give consideration to gender equity, visible minorities, indigenous peoples, and persons with disabilities. The Brandon School Division thanks all applicants for their interest. Only those selected for an interview will be contacted.

Upon request, Brandon School Division will provide reasonable accommodations to applicants disabled by barriers during the interview and assessment process.