



City of Brandon Job Description			
Job Title:	Recruitment Assistant		
Division:	City Manager's		
Department:	Human Resources		
Section:	HR	Affiliation:	Out-of-Scope
Reports To:	HR Officer	Status:	Permanent
Pay Grade:	1		

PURPOSE OF POSITION

Reporting to the HR Officer, the Recruitment Assistant provides general and administrative support to the HR Generalist section and HR department.

TYPICAL DUTIES AND RESPONSIBILITIES

- Creates, maintains, and completes recruitment documents and files for internal and external job postings
- Creates job postings (requisitions) on Diamond GP
- Updates City internal and external websites for job opportunities including Human Resources FAQ site, and coordinates advertising with external advertising agencies and professional organizations.
- Manages all customer and employee enquiries in a courteous and expedient manner and acts as a resource person for information regarding topics such as employment opportunities, application requirements, and training;
- Manages application process including transfers resumes to competition folders, forwards resumes to hiring managers, and/or screens applications
- Schedules interviews, meetings and books meeting rooms
- Assists in the administration and/or coordination of testing
- Prepares selection documents, including test materials and interview guides
- Assists hiring supervisors with the staffing process, including participating on selection panels for external hires when needed
- Prepares and delivers presentations related to employee orientation
- Facilitates new hire sign up, completing the paper work for payroll and benefits, as well as communicating the City's Human Resources Policies and benefit plans
- Assists in the staffing process, including contacting employees for recall and maintaining recall seniority data, and ensures proper documentation is processed for hires, re-hires and transfers
- Researches and drafts human resource policies, best practices and general operating guidelines

- Actively participates in department/section business planning as well as internal and external committees and initiatives
- Processes staff change notices in accordance with Collective Agreements or City Policy and monitors approval and filing of same
- Generates a variety of reports through queries in Diamond (Smartlist) for competition files and information related to proper administration of collective agreements
- Prepares correspondence to applicants including offer letters for review and signature of HR Generalists
- Collects and maintains statistical information/measures in Excel and coordinates year end statistical calculations and reporting
- Establishes and maintains files and records specific to other Human Resource operations such as employee files and WCB files, and ensures legislative standards are adhered to
- Coordinates HR participation in, and represents City at, job fairs and symposiums, and provides support services for other special projects
- Prepares general operating guidelines, policies, reports, tables, and minutes as required by the Section
- Performs other duties as assigned which are directly related to the responsibilities of the position.

POSITION QUALIFICATIONS

SKILLS

- Strong computer skills (Word, Excel, Outlook) and proficient in the use of ad hoc reporting tools preferred.
- Well-developed research, reasoning, analytical and problem solving skills.
- Strong interpersonal and communication skills to relate readily to internal City departments, employees, the general public and external agencies. Must have a pleasant manner, exhibit tact and diplomacy.
- Personal self-management skills to maintain professionalism in a fast paced and constantly changing environment.

KNOWLEDGE

- Understanding 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.
- Practical knowledge of exceptional customer service practices, general meeting procedures and practices, report writing techniques and presentation preparation.

ABILITIES

- 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.
- Must have excellent attention to detail with an aptitude for figures and ability to create and establish tracking and monitoring systems.
- Willingness to participate in training and self-development programs in order to adjust to changing environments and new technologies.

EDUCATION

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma (mandatory)
- Post-secondary education in a related field with the completion of a Human Resources Management program (mandatory)

EXPERIENCE

- Minimum of two (2) years of office experience or equivalent combination of education and experience to demonstrate ability to perform duties.

WORK CONDITIONS

PHYSICAL CONDITIONS

The duties of the Recruitment Assistant are carried out primarily in an office environment.

- Sits at a desk using keyboard and office equipment (daily)
- Uses hands, arms and shoulders when using various types of office equipment (daily)
- Lifts and/or move up to 20 lbs (occasionally)

PSYCHOLOGICAL/STRESS CONDITIONS

The Recruitment Assistant's position work-load and environment does not generally increase employee emotional or stress levels.

- Interruptions and requests from multiple areas (daily)
- Multi-tasking (daily)
- Proofreading, repetitive movements such as typing (daily)
- Job demands versus time constraints (daily)
- Periods of intense concentration when meeting deadlines and during peak periods (occasionally)
- Participates in group decision making and projects (occasionally)

WORK CONDITIONS

The Recruitment Assistant works independently and in a team environment.

- Works in a shared and consultative manner with other employees (daily)
- Wide variety of tasks requiring the ability to manage multiple unrelated projects and make independent decisions (daily)
- Self-motivated and quality driven to perform independent projects (daily)
- 36.25 hour per week

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Department Head: _____

Human Resources: _____

Date: _____