



## **Human Resources Assistant**

### **WHO WE ARE**

The Canadian Forces Morale and Welfare Services (CFMWS) supports the Canadian Armed Forces members and their families wherever they are in the world through the provision of fitness, recreation and leisure activities, family and charitable support, retail as well as personal financial services. We offer our employees the opportunity to work with a purpose every day in an inclusive, healthy, respectful and rewarding work environment.

### **THE ROLE**

As a Human Resources Assistant, you will assist and provide clerical and administrative support for the provision of human resources functions at your location and act as the first point of contact for business and employee inquiries. You will assist with recruitment functions including posting job opportunities, scheduling interviews, completing reference checks and security screening, and providing information to hiring managers. You will administer the employee orientation program and ensure that all new hire documents are completed accurately.

The Human Resources Assistant will develop and maintain effective means of organizing and accessing information, suggest the development of tools, programs and training to address recurrent issues and participate in the implementation of new programs, policies and procedure.

This is a hands-on role, working as a team to best support the business with its human resources needs. If you are passionate about all aspects of human resources, understand the value of people, and are detailed oriented and organized, this is the opportunity for you.

### **QUALIFICATIONS NEEDED**

#### **Education, Certifications and Licenses**

College diploma or certificate in Human Resource Management, Business administration, Accounting, or related field and some years of experience in Human Resource or Office Administration.

- Or -

High school diploma and several years of experience in Human Resource or Office Administration.

#### **Experience**

In office administration

In applying policies, procedures, and regulations

In payroll administration

In recruitment and selection

#### **Competencies, Skills and Abilities**

Client focus, organizational knowledge, communication, innovation, teamwork and leadership

### **LANGUAGE REQUIREMENTS**

English Essential

Reading: Functional

Writing: Functional

Oral: Functional

### **BENEFITS AVAILABLE**

**Health Benefits:** Drug coverage, travel insurance, dental, vision, life insurance, disability insurance and accidental death and dismemberment coverage.

**Work Life Balance:** A wide range of paid/unpaid leave, including paid vacation, family related leave and personal days.

**Retirement Planning:** Group Savings Plans.

**Learning and Development:** Tuition Assistance Program and Advanced Learning Program, payment of professional association memberships, online learning opportunities and second language training.

**Perks:** Discounts through CFAppreciation.

### **OTHER INFORMATION**

This position is Temporary Full-Time with an anticipated term up to 18 months.

Commuting Allowance and Flexible Work Options available for those who qualify.

### **START DATE**

October 17, 2022

**SALARY:** 17.20 - 21.69 CAD Per Hour

**LOCATION:** Shilo, Manitoba

### **INCLUSION AND ACCOMODATION**

CFMWS is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of the communities in which we live. Accommodations are available to all candidates identifying a need during all or any parts of the selection process.

**Application Deadline: September 26, 2022**

**To apply directly to this opportunity, scan this QR code which will take you to the application page.**

