



Date Posted: April 27, 2021	Position: Human Resource Assistant
Posting Number: JFS 21 009	Status: Part time 14 hours per week

Position Summary:

Jewish Family Services is looking for an HR Assistant with strong knowledge of human resources practices and office administration. Superior understanding of data entry, file management, customer service and maintaining confidentiality. Responsible for performing a wide variety of clerical, technical, administrative, and office duties in support of the Human Resources Department.

Requirements:

- Completion or active enrollment in a certified Human Resources Management academic program
- Three (3) years minimum administrative experience (Prior experience in human resource roles is preferred)
- Detail oriented, excellent organizational and problem-solving skills (accuracy is essential)
- Must handle sensitive information in a confidential and professional manner
- Previous experience with recruiting is an asset
- Advanced level knowledge of MS Office

Duties and Responsibilities

HR Administration

- Prepare and update employment records related to hiring, transferring, promoting, and termination
- Ensure all documentation, such as new hire, termination or leave documentation is completed and processed
- Support HR Director in developing and coordinating job postings, reviewing resumes, scheduling interviews and performing reference checks
- Ensure documentation for enrollment in/ or changes to JFS benefits plans is provided to the Finance Office for processing on a timely basis
- Providing administrative support on core HR processes
- Resolving any payroll errors
- Administrator the HRIS and benefits systems



- Maintains quality service by following agency standards.
- Carryout employee background, reference checks, etc.

Other HR Related Activities

- Perform general personnel administrative tasks as required
- Compose routine HR correspondence
- Complete special projects as required
- Assist the Director of Human Resources

KEY SKILLS AND COMPETENCIES

- Professional
- Can perform a wide variety of administrative duties.
- Excellent communication etiquette.
- Willing to help others out without being asked.
- Superb relationship building skills.
- Able to stay calm in difficult situations.
- Teamwork

Please send **cover letter and resume** to: HR@ifsottawa.com quoting the **job number in the subject line**.

Jewish Family Services of Ottawa supports equal opportunity employment. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Right Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting Jewish Family Services.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.