

TITLE: HEALTH & WELLNESS ASSISTANT
SECTION: Human Resources
REPORTS TO: Human Resources Consultant, Health & Wellness

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SUMMARY

Under the direction of the Human Resources Consultant, Health & Wellness or designate, assists in the overall support of the Health and Wellness programs and initiatives.

DUTIES

1. Generates and distributes staff attendance calendars.
 2. Provides administrative support in preparing letters and other documents requesting medical information from employees.
 3. Assists the HR H&W Consultant & OH&W Manager with Employee Wellness initiatives.
 4. Compiles and maintains statistics, spreadsheets, and other documents/correspondence.
 5. Prepares and maintains medical files and records as directed and in compliance with privacy regulations.
 6. Provides administrative support to leave management systems and may generate reports as requested.
 7. Assists with the coding and tracking of payroll time entries for full and partial medical leaves.
 8. Compiles documents for accommodation proposals and agreements.
 9. Assists with formatting and distributing Health & Wellness newsletters, bulletins and announcements.
 10. Coordinates and arranges meetings and other events.
 11. Performs a variety of clerical duties and maintains department forms and updates website information.
 12. Processes internal mail/courier materials and assist in the copying and filing of documentation.
 13. On occasion attend meetings and record minutes.
 14. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent
 - Completion of the Applied Business Technology Certificate for Administrative Assistant and a minimum of three years experience or an equivalent combination of training and experience.
 - Good organizational, communication and human relation skills.
 - Demonstrated ability to compose correspondence of a non-routine nature inclusive of reports and correspondence utilizing excellent grammar, spelling and punctuation skills.
 - Advanced skills in word processing database, and spreadsheet software.
 - Ability to record minutes and report proceedings of meetings.
 - Knowledge of privacy regulations and an ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality.
 - Ability to manage multiple projects, set priorities, perform duties with speed and accuracy, and work effectively under pressure and tight deadlines.
 - Ability to work with minimum supervision.
 - Minimum keyboarding speed of 60 c.w.p.m.
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