

TITLE: SECRETARY HUMAN RESOURCES
SECTION: Human Resources
REPORTS TO: District Principal, Human Resources

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SUMMARY

Under the direction of the District Principal - Human Resources or designate, assists in the overall support provided by the Human Resources Department.

DUTIES

1. Provide front line support, reception and referral to services and personnel within the Human Resources Department.
 2. Receives and processes teaching applications for job competitions, maintains competition files, and postings on web sites, prepares spreadsheets on applications and completes competition correspondence as required and determines correct seniority for each posting.
 3. Meet with teachers-on-call who are new to the district and ensure that all applicable employment information is provided and entered into PRM and the Automated Dispatch system.
 4. Respond to requests for information and services by liaising and communicating appropriately to a variety of queries, including those of a sensitive or confidential nature.
 5. Utilize computerized record systems; such as the Personnel Record Management system, Excel and other data bases.
 6. Performs a variety of clerical duties and maintains department forms and updates website information. Filing for teacher/support and administration.
 7. Liaises with the BC College of Teachers to ensure that all teachers have a teaching certificate, current address, etc.
 8. Provide back-up support for Absence Dispatch system.
 9. Assists with the receipt and processing of documentation regarding the posting and filing for support personnel.
 10. Process internal mail/courier materials and assist in the copying and filing of documentation pertinent to the Human Resources department.
 11. On occasion attend meetings and record minutes.
 12. 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.
- 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.