

Human Resources Assistant

Quest University Canada seeks a full time Human Resources Assistant to provide a broad range of human resources administrative duties and support in areas such as data base and records; communication tools and resources; benefits; onboarding and training; policies and procedures; accident/incident investigations; and employee engagement initiatives. The Human Resources Assistant serves as a resource for employees and contributes to the attainment of specific goals and results of the human resources office and overall Quest strategic goals. This role reports to the Manager, Human Resources.

Requirements

- Post-secondary education in human resources, business administration or other related field;
- A minimum 3 years of human resources experience;
- Knowledge of human resources policies, processes, and best practices, and government legislation;
- Clear, precise and effective oral and written communication skills;
- Excellent interpersonal and organizational skills;
- Ability to exercise discretion, use independent judgment, and maintain confidentiality;
- Effective and engaging training and presentation skills;
- Strong ability in Microsoft Office and experience with human resources databases and HRIS systems (e.g. Payworks);
- Experience with Occupational Health & Safety and coordinating claims with WorkSafeBC;
- Experience processing payroll (the Assistant will be responsible for payroll in the absence of the Accounting Supervisor);
- Knowledge processing work permits is considered an asset;
- Excellent time management skills and demonstrated ability to meet deadlines in an organized manner;
- Familiarity with resume databases, online communities, and social media recruiting an asset; and
- An awareness and knowledge of Quest University Canada.

Quest is an independent, not-for-profit liberal arts and sciences university that opened in 2007. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary and a dynamic workplace. For more information about Quest, visit us online at www.questu.ca.

To Apply: Email a cover letter and your resume in pdf format to human.resources@questu.ca

Closing date: December 7, 2018, or until the position is filled.

Start date: January 7, 2019

*All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity. **While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.***