



**PRINCE RUPERT
PORT AUTHORITY**

LINKING A WORLD OF OPPORTUNITY

HUMAN RESOURCES ASSISTANT

POSITION SUMMARY

Reporting to the Director, Human Resources, the Human Resources Assistant provides support to the Human Resources Department in the delivery of services, policies and programs of the Department. In particular, the incumbent provides support in the area of Recruitment & Selection, HR Records Management, Training & Development, Employee Communications, Compensation & Benefits Administration, Employee Performance Management, and Employee Reward & Recognition.

MAJOR POSITION ACCOUNTABILITIES

1. Provides support in the recruitment and selection process, including acknowledging and tracking all job applications received, circulating applications to the hiring manager, and arranging interviews.
2. Manages the Port's "Careers" email account.
3. Participates in the on-boarding of new hires to the organization.
4. Prepares and circulates Hiring Report.
5. Updates and maintains the Human Resources Management System database and all employee records and files. Ensures employee records and files are maintained in accordance with statutory requirements and company policies and procedures.
6. Maintains and updates the employee training and development database.
7. Provides support in the administration of the Annual Employee Satisfaction Survey.
8. Updates and maintains organization chart.
9. Assists in the participation in external compensation and benefits surveys.
10. Provides support in the administration of the Employee Annual Performance Management System.

11. Maintains database of position descriptions.
12. Provides support in the documentation and administration of the Job Evaluation Program.
13. Administers the Long Service Award Program.
14. Coordinates the recognition of Administrative Professionals on Administrative Professionals Week.
15. Provides support for special HR projects, as required.
16. Performs other related duties, as required.

WORKING CONDITIONS

- Works predominantly in an office environment
- Regular, full-time position (37.5 hours per week). Regular working hours are Monday to Friday, 8:00 AM to 4:30 PM with 1 hour lunch break.

SPECIFICATIONS

Formal Education

- Diploma in Human Resources Management or related discipline

Related Experience

- One to three years' related experience
- Experience working with a computerized Human Resources Management System (ideally, Accpac HRMS) is an asset

Other Requirements

- Basic knowledge of related labour laws
- Good spoken and written communication skills
- Good organizational skills
- Self-directed individual
- Customer-service focused
- Enjoys working with people
- Patient, tactful, diplomatic and approachable
- Good attention to details
- Able to multi-task
- Good judgment and tact in dealing with sensitive issues and confidential information

- Good relationship-building skills. Able to establish and maintain effective working relationships with all employees.
- Enthusiastic and self-motivated. Works well individually as well as in a team environment.
- Demonstrates commitment to the Port's Vision and Mission
- Resilient. Embraces and thrives on change.
- Proficient in Ms Office, especially Microsoft Word and Excel
- Able to obtain security clearance under Transport Canada's Security Clearance Program
- Possess valid BC Drivers Licence

Individuals of aboriginal descent are strongly encouraged to apply.

Interested candidates are requested to submit their application in confidence by [July 31, 2012](#) to:

Human Resources
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