

Human Resources Assistant PT

The Kootenay Co-op is looking for a part-time Human Resources Assistant to join our crew. This is a perfect position for a recent graduate from a Human Resources or Office Administration program.

This position is for **24-32 hours/ week**.

SKILLS + QUALIFICATIONS

- Degree or diploma in Human Resources, Business Administration, or a related field preferred.
- Prior experience in HR administration, office management, administration, or employee relations.
- Strong organizational skills and attention to detail with the ability to manage multiple tasks and prioritize effectively.
- Excellent communication and interpersonal skills, with a customer-centric approach to employee service.
- Creative thinker with the ability to develop engaging employee programs and events.
- Proficiency in HRIS (Human Resources Information Systems) and Microsoft Office Suite.
- Knowledge of relevant employment laws and regulations.
- Excellent customer service skills.

DUTIES + RESPONSIBILITIES

Employee Onboarding and Offboarding:

- Coordinate the onboarding process for new hires, including paperwork, orientation sessions, and introductions to company policies and culture.
- Manage offboarding procedures and ensure smooth transitions for departing employees.

HR/Office Administration:

- Maintain accurate employee records (paper and electronic), including personnel files, benefits information, and performance evaluations.
- Assist with payroll processing, timekeeping, and other HR-related administrative duties as needed.
- Stay updated on relevant employment laws and regulations to ensure compliance in all HR processes.
- Serve as a point of contact for employee inquiries and concerns, providing guidance and support as needed.
- Develop and implement initiatives to promote employee engagement, wellness, and professional development.
- Update employee policies and procedures as required.
- Provide general administrative assistance to other departments as required.

Recruitment Administration:

- Assist with recruitment efforts, including posting job openings, screening resumes, and scheduling interviews.
- Coordinate pre-employment checks and reference checks for prospective hires.
- Collaborate with hiring managers to ensure a positive candidate experience throughout the recruitment process.
- Prepare offer letters and ensure letter templates are accurate and up to date.

Training and Development:

- Coordinate training programs and workshops to enhance employee skills and knowledge.
- Track training completion dates and expiry to ensure all required training is up to date.
- Assist with maintenance and development of training programs.

Health and Safety Compliance:

- Collaborate with management to ensure compliance with health and safety regulations, conducting regular inspections and addressing any issues promptly.
- Provide training on safety procedures and emergency protocols to promote a safe working environment.

Event Coordination Administration:

- Plan and execute company events, such as holiday parties, employee appreciation events, and milestone celebrations.
- Coordinate logistics for events, including venue selection, catering, entertainment, and transportation.
- Manage event budgets and expenses, ensuring cost-effective solutions while maintaining quality and professionalism.

WHY WORK AT THE KOOTENAY CO-OP?

Employees of the Co-op are truly unique. Our friendly, talented staff have created a culture of inclusiveness + teamwork, along with a passion for bringing organic, sustainable food to the Nelson area. Employees receive a store discount, health + dental benefits when working full time after 6 months, RRSP contributions, and competitive wages. We value work-life balance, continuous improvement, and maintaining a friendly work environment where each staff member can get involved in making the Co-op a great place to shop & work.

This position is for **24-32 hours per week**.

\$19.00 - \$21.00 per hour, depending on experience.