

JOB TITLE: Administrative Assistant II JOB TYPE: Permanent

HOURS OF WORK: 35 hours/wk. **SALARY RANGE:** \$49,184 - \$62,027/yr.

POSTING DATE: January 14, 2020 CLOSING DATE: February 4, 2020

Reporting to the Human Resources Manager, the Administrative Assistant will provide administrative support to the Human Resources division.

Major Responsibilities

- Respond to employee inquiries, document confidential information, input data into the Human Resources Information system and prepare and maintain employee files
- Assist the Human Resources Consultants with clerical support and maintain job applications and/or resumes electronically for job calls
- Schedule interviews with selected candidates in consultation with the Human Resources Consultants
- Support Human Resources team in preparing correspondence, general information, reports, charts, summaries, gather information, conduct research and assemble materials as required
- Audit employee files to ensure they meet all requirements are met under the Employment Standards Act and Freedom of information and Protection of Privacy Act and prepare files for archives storage as needed
- Support the Human Resources team in preparing reports, charts and summaries provide project/special assignment support, gather information, conduct research, and assemble pertinent materials, as required
- Coordinate and execute all details related to meetings when required, record minutes and manage any follow-up issues
- Act as the first point of contact for training programs. Ensure the Request for Authorization forms are completed in detail, file and update Human Resources Information System with the relevant information, as required
- Maintain and update the Intranet site for Human Resources Division, which includes posting job opportunities, policies, etc.
- Provide assistance to the student recruitment office for the annual CNE hiring.
- Perform other duties as assigned

Required Qualifications

- 1. Experience performing administrative duties within a Human Resources Department
- 2. Experience utilizing software packages (word processing, spreadsheets, databases, Human Resources Information System & Payroll software and electronic mail).
- 3. Experience using ADP Workforce Now an asset.
- 4. Excellent interpersonal skills with the ability to communicate effectively both verbally and written.
- 5. Good organizational skills including the ability to prioritize and meet strict deadlines with attention to detail.
- 6. Demonstrated ability to handle confidential information, documents and reports.
- 7. Proven customer service skills.
- 8. Post-secondary education pertinent to the job function an asset.

How to Apply:

To apply for this position, mail, fax or e-mail your resume/application and cover letter which describes your qualifications in relation to the qualifications required to: Human Resources Division, 100 Princes' Boulevard, Suite 1, Exhibition Place, Toronto, Ontario, M6K 3C3. Fax (416) 263-3690 or by e-mail to humanresources@explace.on.ca.

Equity, Diversity and Inclusion:

Exhibition Place is committed to fostering an inclusive, accessible environment where all employees and members of the public feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the public and the communities in which we live and serve.

Accommodation:

If you are an individual who requires accommodation to apply to this position, due to disability under the Ontario Human Rights Code, please email us at humanresources@explace.on.ca quoting job title and closing date. Exhibition Place is committed to providing Code-protection accommodation throughout its hiring process.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.