

POSITION DESCRIPTION

JOB TITLE	Administrative Secretary 3 – Human Resources
DEPARTMENT	Human Resources
LOCATION	Division Office
REPORTS TO	Human Resources Manager
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months

POSITION SUMMARY

The Administrative Secretary performs administrative/secretarial duties at a Divisional level for the Human Resources Manager. The function and purpose of this position is to provide administrative/secretarial services related to the operation of the Human Resources Department. The duties are normally of a highly sensitive and confidential nature. The responsibilities of the Administrative Secretary require attention to detail and a systematic approach to a workload with changing priorities. Utilizing the integrated Human Resources/Payroll Information System, the Administrative Secretary is responsible for recording employee absences. In conjunction with Payroll, the Administrative Secretary ensures data is recorded on a timely basis to meet Payroll deadlines. The incumbent also provides support to Area Office Secretaries and Division staff regarding the reporting of employee absences in an integrated Human Resource/Payroll Information System. The Administrative Secretary also carries out minor projects and participates in an administrative/secretarial capacity to committees. The incumbent demonstrates excellent interpersonal and customer relations skills on the phone, email and in person.

QUALIFICATIONS

Education

- Two-year post-secondary education in a related discipline from a recognized educational institution.

Experience

- Three years administrative secretarial experience at a Divisional level with understanding of Collective Agreements and policy, including experience with an integrated Human Resources/Payroll information system.

Knowledge, Skills and Abilities

- Knowledge of collective agreements, *The Employment Standards Code* and other legislation related to labour and employment.
- Knowledge of Division policies, practices and procedures.

- Proficiency in a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets, presentation software and database applications (integrated Human Resources/Payroll information system).
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Excellent interpersonal and customer relations skills.
- Ability to use initiative and judgment in determining work priorities while working under cyclical deadlines.
- Ability to use discretion and good judgment with internal and external customers.
- Ability to maintain confidentiality in and outside of the organization.
- Ability to establish effective working relationships when dealing with employees and the public.
- Ability to adapt to changing requirements, maintaining effectiveness in varying circumstances.
- Ability to work independently and collaboratively with others in a participative environment.

DUTIES AND RESPONSIBILITIES

General Administrative Support for the Human Resources Manager and the Human Resources Department

- Prepares general/confidential correspondence and related material for the Human Resources Manager.
- Maintains records, creates and formats reports.
- Performs daily administrative functions for the Human Resource Department.
- Arranges meetings/appointments, travel and accommodation for the Human Resources Manager and Human Resources staff.
- Prepares monthly Visa reconciliations for Human Resources Manager.
- Prepares and processes all purchasing requisitions for office supplies for the Department.
- Demonstrates excellent interpersonal and customer relations skills.
- Assists the Human Resources Manager in the absence of the Human Resources Assistant and Pension and Benefits Clerk, with administrative functions related to recruitment, including web site updates, pension and benefits and payroll administration.
- Provides administrative/secretarial support to the Human Resources Manager, including preparing agenda, material for meetings and minutes.
- Assists Administrative Secretarial staff with incoming/outgoing Division mail, switchboard and reception relief.

Records Management

- Maintains the Departmental filing system and implements improvements to the system.
- Assists Department staff in the maintenance of personnel files.

Integrated Human Resources/Payroll Information System

- Inputs employee absences in an integrated Human Resources/Payroll Information system and ensures data is entered on a timely basis to meet payroll deadlines.
- Follows up on absence reports from Area Offices and schools to ensure reports are accurate and submissions are complete on a timely basis to meet payroll deadlines.
- Using the integrated Human Resources/Payroll Information System, creates vacation, sick leave and attendance management reports.
- Answers inquiries from Division staff on absence reports.
- Provides support to Area Office Administrative Secretaries with respect to recording and reporting absences in the integrated Human Resources/Payroll information system.
- Liaises with Payroll staff respecting employee absences.

- Coordinates and prepares data for upload into the Human Resources/Payroll system and adheres to Payroll deadlines.

Performs other duties as assigned.

CONTACTS

Division, Area and school personnel

Various agencies on behalf of the Human Resources Manager (i.e. Employment Standards, United Steelworkers Union, Frontier Teachers' Association, Human Rights)

WORKING CONDITIONS

General office conditions.

This is a 12 month per year position.

PHYSICAL AND VISUAL REQUIREMENTS

Physical demands include lifting filing boxes up to 15 kg.

Visual concentration and repetitive keyboarding tasks approximately 70% of the time.

EQUIPMENT USED

General office equipment

Personal computer and a variety of software packages

Integrated Human Resources/Payroll information system