



HUMAN RESOURCES ASSISTANT

(Temporary)

The Maple Ridge - Pitt Meadows School District (SD42) is looking for a qualified candidate interested in working as a Human Resources Assistant effective immediately to June 30, 2019. Reporting to the Director, Human Resources the Human Resource Assistant supports the Human Resources team in a number of HR transactional and confidential administrative responsibilities. Provides general collective agreement advice to Principals and Managers.

QUALIFICATIONS:

- *High school graduation combined with courses in Human Resource Management or Business Education or equivalent combination of education and experience

- *Minimum of 3 years' experience working in a Human Resources Department, preferably working in a unionized environment working with confidential labour relations information

- *Minimum 5 years' experience working within an office environment

- *Exceptional proficiency with computers and a variety of software programs, including MSWord, Excel, PowerPoint, Outlook, and a demonstrated knowledge of Human Resource Information Systems; knowledge of Powerschool Atrieve software is an asset.

Interested applicants can apply by email to applicants@sd42.ca

Application deadline for this position is no later than:

January 23, 2019 at 12:00pm (noon)

Complete Packages should include:

*Cover Letter, Resume, [District Application form](#) and supporting documentation

For more information about our School District please visit: <http://www.sd42.ca/our-district/>

