



HUMAN RESOURCES ADMINISTRATOR

(CONTINUING)

The Maple Ridge - Pitt Meadows School District (SD42) is looking for a qualified candidate interested in working as a Human Resources Administrator effective April 6, 2020. Reporting to the Director, Human Resources the Human Resources Administrator provides HR generalist support to the HR department. This position will involve recruitment & selection, coordinating district employee recognition programs and provides technical and administrative support to the Director, District Principal, and Senior Manager in the Human Resources department.

QUALIFICATIONS:

- * Completion of a post-secondary program in Human Resource Management/Business Administration, or related field
- * Minimum of three (3) years' of related Human Resources experience in a unionized environment
- * Must be proficient with computers and a variety of software with superior skills in MS Word, Excel, PowerPoint and Outlook, Adobe Acrobat, InDesign, Photoshop and strong experience working with HRIS systems
- * Team player with strong organizational skills and multitasking abilities and exhibits flexibility and creativity to resolve problems
- * Able to exercise sound judgment with tact and diplomacy in processing confidential matters and materials
- * Proven interpersonal, verbal and written communication skills

This is a full-time permanent assignment inclusive of a comprehensive benefits package.

The salary range for this position is \$58,897 to \$71,826 per annum.

To apply, please forward your cover letter and resume to applicants@sd42.ca

This posting closes at **(12pm) noon on Monday, March 16, 2020.**

The district appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

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

