

**Human Resources & Administrative Assistant**

**Internal/External**

**Temporary Fulltime (up to 6 months)**

The Human Resources & Administrative Assistant will be responsible for providing HR support to the Manager of Finance & Administration during the development and implementation of an electronic human resource management system. Administrative work will include transitioning of paper records to an electronic system and the electronic filing of invoices, receipts and other records.

**Key Areas of Responsibility**:

* Assist with the development and implementation of an electronic human resource management system
* Develop policies and procedures to support an electronic human resource management system.
* Scan and upload documents as required.
* Assist with the development and implementation of an organizational-wide document management system.
* Develop standardized filing methods and procedures.
* Organize, maintain, and coordinate office records and files in their proper locations.
* Accurate and appropriate filing of invoices and receipts.
* Eliminate unnecessary or outdated materials, destroying them or transferring them to inactive storage according to file maintenance / legal guidelines.

**Qualifications:**

* High school diploma, GED or other equivalent.
* Post-Secondary Degree or Diploma in Human Resources or a related field.
* CHRP designation or actively working towards the Designation.
* Experience as a Human Resources Assistant preferred.
* Experience with SharePoint preferred.
* Excellent written and verbal skills and comprehension.
* Excellent time management skills.
* Highly organized and attention to detail

**To apply**, interested candidates should send cover letter with resume by June 27th at 4pm. CRCHC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Only those candidates eligible for an interview will be contacted.

Kerri Choffe

Executive Director

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