

# Kiwassa Neighbourhood House

## Job Title

**Administrative Assistant, Childcare and HR**

## Job Summary

The Administrative Assistant, Childcare and HR is a newly created position to support the growth of the agency's infrastructure, particularly in the areas of Human Resources and Childcare (accounting). This position reports to and works with the Director of Childcare and works closely with the finance team.

## Key Duties and Responsibilities

Creates/distributes invoices to individuals, agencies, organizations and provincial Ministries for whom we provide service and receives payment.

Administers childcare waiting list, oversees enrolment at childcare centres; facilitates communication with potential families.

Assists with preparing job postings, coordinating interviews, conducting reference checks, oversees onboarding and initial orientation of new staff.

Undertakes research, writing and editing of materials, such as HR policies and procedures, reports, handbooks, manuals.

Provides consultation on collective bargaining agreement - interpretation, research on grievances and for positive, successful implementation.

Oversees the implementation of HRIS component of payroll software (ADP).

Sets up and maintain files and systems to ensure all HR information is organized and properly documented.

Works with Communications Coordinator on the development of an integrated CRM system for the organization.

Communicate effectively and regularly with staff and stakeholders; provides project reports.

Participates in ongoing professional development.

Performs other related duties as required.

## Qualifications & Experience

Relevant post-secondary education such as non-profit management, business administration, accounting and/or human resources management.

Demonstrated effective communication and organizational skills, ability to prioritize and manage multiple tasks, and to meet deadlines.

Computer competency, with proficiency in MS Office (especially Excel), as well as CRM software, HRIS, and/or accounting software.

Minimum one year experience in an office environment managing multiple projects with various deadlines.

## Other details:

This is a full time (35 hours/week) one year term position with the possibility of extension. Salary is \$25/hr, plus an excellent benefit package.

## Application:

Deadline: March 31, 2019

Send to: [careers@kiwassa.ca](mailto:careers@kiwassa.ca)

*We thank all applicants for their interest; however, only short listed candidates will be contacted.*