



## Internal/External Human Resources/Administrator



MOSAIC's Human Resources (HR) Team is seeking an effective and detail-oriented HR Administrator with excellent communication skills. The HR Administrator is responsible for the administrative support of day-to-day human resource operations.

**POSITION:** Human Resources/Administrator

**DEPARTMENT:** Finance & Administration

**POSITION FUNCTION:** Reporting to the HR Manager, the HR Administrator provides administrative support to the HR function as needed (e.g., correspondence generation, record keeping, file maintenance, Human Resources Information System (HRIS) and data entry) and ensures effective daily HR operations. This position also assists with other human resources projects and administrative duties.

### MINIMUM QUALIFICATIONS:

- Good knowledge of human resources practices
- Post-secondary education and/or experience in HR or other relevant disciplines
- Strong attention to detail, with good mathematical skills
- Excellent oral and written communication and interpersonal skills
- Excellent MS office skills
- Effective organizational skills and ability to set priorities and meet deadlines
- Sound judgment and problem-solving skills
- Willingness to take initiative, within set boundaries

### DESIRABLE SKILLS/QUALIFICATIONS:

- Experience working with an immigrant population
- Experience using payroll and HRIS software
- Excellent data management and Excel skills (v-lookup, pivot tables, charts and forecast)

**HOURS:** 35 hours per week/ As soon as possible

**TEMPORARY POSITION:** Position ends October 31, 2019 with possibility of extension

**STARTING PAY :** \$22.49- 25.31 per hour – Depending on experience

**RESUMES TO:** [ops@mosaicbc.org](mailto:ops@mosaicbc.org)

**DEADLINE:** March 11, 2019

**NOTE:** Only those selected for an interview will be contacted.

**Posting Date:** March 4, 2018

*MOSAIC is committed to promoting equal employment opportunities for all members of the community*