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**COHO Management Services Society is non-profit company providing property management for BC's housing co-operatives. We have been in business for over 30 year and are the largest provider of property management services to housing co-ops in BC. COHO staff are organized in Local 3000 of UNIFOR.**

We are currently seeking an Human Resources Assistant for our Vancouver office.

This is an intermediate administrative position that supports the operations of human resources including attendance recording, recruitment processes and the accuracy of employee data records.

Your winning personality and strong character, together with your professionalism, integrity, loyalty and proven background in providing support at an executive or managerial level will be key to your success in this role. Your people management skills are well-honed and you have the ability to accommodate a variety of styles when interacting with members, volunteers, suppliers and other staff. You are a team player who also works comfortably without close supervision.

The HR assistant's role can be fast-paced and demanding at times, so your calmness under pressure will serve you well. Your broad skill set, sound technical skills, financial literacy, and ability to delegate and prioritize will be well utilized. Working with computers comes naturally to you, and you have yet to encounter a program that has defeated you.

### **KEY RESPONSIBILITIES**

#### Human Resources Support

The Assistant provides administrative support to the Director of Finance and Operations, the General Manager, including word processing, photocopying, scanning and other jobs as directed. S/he performs a variety of other duties, including:

- Preparing and posting job advertisements, arranging interviews and administering pre-employment tests as required.
- Tracking the attendance of COHO staff by ensuring that attendance awareness program is administered, maintained, documented and approved.
- Scheduling staffing relief and ensuring adequate staffing at client co-ops.

- Managing sensitive and confidential matters like personnel relations, employee relations, and organizational changes as well as planning and protecting the security of information, data and files.
- Exercising individual judgment while dealing with potential or current troubles on own initiative and bringing them to a manager's attention.
- Conducting research, gathering data and statistical reports and maintaining statistical information.
- Coordinating staff training events or programs.
- Providing assistance in hiring process activities such as posting jobs on the job board, reviewing applications and maintaining a spreadsheet on tracking an applicant.
- Administering and monitoring new hire orientation programs.
- Maintaining employee file records, both electronic and physical, and keeping them up-to-date by handling changes in employee status in a timely manner.
- Preparing documentation needed to create new employee profile and to place new employees on payroll.
- Managing of staff resources on the network and on the website.
- Interacting with and supplying information to employees, managers and job applicants.
- Provide assistance in monitoring employee performance appraisal process.
- Handling issues and inquiries in the unavailability of the management team.

### Administrative Support

The Assistant performs a variety of duties in support of the COHO's operations including:

- Maintaining central files, including client co-op information.
- Maintaining adequate inventory of office furniture, equipment and supplies.
- Coordinating monthly staff meetings and staff training events.
- Coordinating COHO special events.
- Providing general administrative support such as preparing correspondence, forms and reports, arranging meetings and processing confidential reports and documents.

### Reception Services

During the Receptionist's absences, the Assistant covers the reception desk and performs the duties outlined in the Receptionist's job description.

### **KNOWLEDGE**

- Post-secondary diploma in business administration or human resources management or equivalent experience.
- Minimum of 3 years' of experience in a comparable position.
- Knowledge of effective business communication techniques and the use of visual aids to improve reports.

- Minimum of 5 years' experience working with complex documents using the Microsoft Office Suite of Applications.

## **SKILLS**

- Excellent writing, proof-reading and presentation skills.
- Excellent time management and prioritization skills.
- Strong multi-tasking and organization skills.
- Effective problem solving and conflict resolution skills.
- Ability to understand financial data and draw conclusions.

## **ABILITIES**

- Demonstrated ability to communicate effectively with spoken and written English.
- Ability to take initiative and make independent decisions.
- Demonstrate a willingness to be flexible and adaptable to changing priorities.
- Ability to effectively establish and build professional working relationships.
- Ability to perform at a high level in stressful situations.
- Ability to communicate well with people in writing and in person with the goal of achieving goals and resolving conflict.
- Ability to communicate sensitively and effectively.
- Must be analytical, well organized and have the ability to switch tasks quickly.

Please apply by submitting a resume and cover letter to [resumes@coho.bc.ca](mailto:resumes@coho.bc.ca).

