

## HR Administrative Assistant

---

The Calgary TELUS Convention Centre (CTCC) is looking to hire an HR Administrative Assistant in the Ways + Means Division. Reporting to the HR / OH+S Specialist, this position is responsible for the timely and accurate attention to administrative matters relating to the Human Resources Department.

### Duties and Responsibilities

- Perform diversified and confidential administrative support to the Human Resources Department;
- Handle sensitive information in a confidential manner
- Schedule and maintain a calendar of appointments, meetings
- Book room arrangements for internal and external meetings hosted by the HR / OH+S Specialist
- Book conference calls, rooms, taxis, couriers, etc.
- Liaise with internal and external partners, clients, city officials, staff as required
- Coordinate special events and functions as required
- Assist the HR / OH+S Specialist with preparing presentations and training sessions
- Accompany the HR / OH+S Specialist to events and meetings when required
- Coordinate and process incoming and outgoing mail
- Assist with recruitment and retention efforts
- Post job ads and organize resumes and job applications
- Schedule job interviews and assist in the interview process
- Collect employment and tax information
- Ensure background and reference checks are completed
- Prepare on-boarding packages of new hires
- Assist with orienting new employees to the organization
- Perform file audits to ensure that all required employee documentation is collected and maintained
- Assist with tracking of HR and OH+S statistics
- Order office, ergonomic and employee retention supplies
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Produce and distribute correspondence memos, letters, faxes and forms
- Maintain computer and manual filing systems
- Maintain contact list
- Coordinate and register staff certification and training
- Other duties as assigned

### Experience and Assets

- At least 4 years of experience in the field or in a related area
- High school diploma or equivalent; post-secondary education preferred
- Demonstrated ability to maintain confidentiality and conduct themselves with integrity and discretion
- Ability to exercise sound judgment and discretion when handling confidential materials and inquiries
- Strong communication (verbal and written) and organizational skills with strong prioritization, time management, problem solving and interpersonal skills
- Highly motivated professional who has the ability to work in a team environment as well as work independently
- Well organized and works well under pressure and is able to multi-task confidently and proactively
- Ability to work comfortably in a fast-paced environment handling multiple projects simultaneously, under pressure, and within tight deadlines
- Effective at planning and prioritizing

- Exceptional organizational, analytical and problem solving skills
- Strong document management/filing system skills
- Proven rigorous attention to detail and accuracy

The Calgary TELUS Convention Centre offers a comprehensive salary and benefits program that includes life and dependent life insurance, short and long-term disability, health and dental benefits, travel medical emergency insurance, flexible spending account, employee assistance program, pension plan, flex and bonus hours, wellness programs, educational opportunities, and access to a fitness center.

Individuals interested in applying for this position can submit a resume and cover letter to [careers@calgary-convention.com](mailto:careers@calgary-convention.com) by February 22, 2019.