

JOB DESCRIPTION

Job Title: Human Resource (HR) Assistant

Reports to: Human Resource Coordinator, Assistant Human Resource Manager and Human Resource Manager

POSITION SUMMARY

The primary responsibility of the HR Assistant is to provide on-site support relating to the administrative and HR duties of the organization.

RESPONSIBILITIES

- Schedule meetings, interviews and HR events;
- Maintain agendas and calendars of the HR team;
- Complete the required minute and/or note taking at assigned meetings;
- Maintain onsite employee files and databases;
- Assist in coordination of training sessions and seminars;
- Assist with recruitment and selection efforts, on-boarding new employees and performance management procedures;
- Maintain required H&S and ESA postings and additional communication statements to employees;
- Answer employee questions and process incoming mail;
- Keep up-to-date with the latest HR trends and best practices;
- Maintain employee confidence and operations by keeping HR information confidential;
- Uphold office cleanliness standards;
- Adhere to all health and safety procedures;
- Consistently exhibit behaviour reflective of the Arnts The Landscape Supplier Inc. professional image.

QUALIFICATIONS / KEY SKILL REQUIREMENTS

Bachelor's degree in human resources or related experience as an HR assistant required.

- Ability to effectively communicate both orally and in writing;
- Excellent problem solving and organizational skills;
- Strong commitment to confidentiality being upheld;
- Be a fast learner and have the ability to perform multiple tasks at once;
- Be cheerful and come to work every day with a positive attitude;
- Comfortable working in a fast paced environment;
- Computer proficient;
- Strong team player yet still able to work independently with minimal supervision;
- Commitment to the Arnts The Landscape Supplier Inc. mission statement.

SUPERVISORY RESPONSIBILITIES

None.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Sedentary – sitting for long periods most of the time, but may involve walking for brief periods of time. While performing the duties of this job, the employee is regularly required to work in an office trailer and/or remotely.

- Ability to sit and/or stand for an extended period of time;
- Move and handle boxes of merchandise and products throughout the sales office; which entails light lifting.

ADDITIONAL REQUIREMENTS

Will be required to perform other duties as requested, directed or assigned.

This position primarily requires work to be completed onsite in an office; but requires the flexibility to work remotely as necessary.