



"Bringing Learning to Life!"

Human Resource Manager/ Administrative Assistant

Vancouver Island North School District is seeking applications for the excluded position of Human Resource Manager/ Administrative Assistant. The successful candidate will provide administrative support to the Secretary- Treasurer, delivering a range of professional Human Resources services that will include supervising payroll, managing staffing, recruitment, employee wellness initiatives and other Human Resources generalist functions. This is a 35 hour per week, 12 month position in a challenging and fast paced work environment.

School District 85 is located on the northern end of Vancouver Island and comprises several small communities including Port Hardy, Port Alice and Port McNeill. The district serves the educational needs of approximately 1,400 students in 10 schools.

DUTIES AND RESPONSIBILITIES

- Supervises the payroll department and reviews the employee salary and benefits for completeness and accuracy;
- Active involvement in return to work and disability management initiatives;
- Coordination of external recruiting –job postings, advertising, interviewing and selection;
- Managing internal posting and placement processes according to terms and conditions of relevant collective agreements;
- Provide assistance in the administration and application of CUPE and Teachers' collective agreements;
- Prepare reports for the District, Ministry of Education and other agencies;
- Assists managers in investigating specific staff issues;
- Managing various employee wellness program initiatives;
- Maintaining extensive files and records.
- Attending meetings, developing agendas and recording/publishing minutes.
- Updating and maintaining the district website.
- Preparing correspondence and reports.
- Providing information and assistance to staff, parents, school district partners and the general public.
- Approves accounts payables/ receivables, payroll, journal entries and general accounting functions.
- Providing administrative support for all human resources matters.
- In-service training, including the pre-employment training program.
- Provides support and guidance to employees and management with Human Resource issues.
- Tracking of absence/ attendance management.

QUALIFICATIONS AND EXPERIENCE

- Minimum 5 years' experience in Senior Payroll, Benefits Administration & Claims Management and/or Human Resource Management.
- Secondary school graduation (with Dogwood Certificate or equivalent) supplemented by two years of courses in accounting and office management.
- Human Resource Management Diploma, a combination of education and experience may be considered.
- Experience in a unionized environment and extensive knowledge of Collective Agreements.
- Evidence of recent experience as an administrative assistant to senior management, preferably in an education setting.
- Proficient in Word, Excel, PowerPoint, Outlook and website design.
- The ability to work under pressure in a wide variety of assignments with initiative and minimal supervision.
- Ability to maintain excellent working relationships with staff, school district partners and the general public.
- Ability to understand and effectively carry out oral and written instructions.
- Working knowledge of the School Act and FIPPA.
- Ability to work with speed and accuracy
- Excellent interpersonal and communication skills.
- Demonstrates organizational and planning abilities.
- The ability to maintain a high level of confidentiality.

An attractive salary and comprehensive benefits package accompany this position. Please submit a cover letter, résumé with full supporting documentation and the names of at least three recent professional references as a single PDF document to:

Mr. Ray McDonald, Secretary-Treasurer
School District No. 85 (Vancouver Island North)
P.O. Box 90, Port Hardy, B.C. V0N 2P0
Phone: (250) 949-6618 (local 2222) Fax: (250) 949-8792
Email Ray McDonald at: rmcdonald@sd85.bc.ca
Closing Date: NOON Friday, November 27, 2020

While we thank all applicants for their interest, only short-listed candidates will be contacted.