



SUMMER CAREER PLACEMENT JOB POSTING

Please note this position is subject to Canada Summer Jobs Funding approval.

Job Title: Human Resource / Administrative Assistant
Location: Surrey Head Office
Position: Summer position for a maximum of 16 weeks - April 23, 2019 to September 01, 2019
Wage: \$12.65 to 13.85 per hour; Full-time 35 hours a week
Conditions: Must be able to work full-time from April 23, 2019 to September 01, 2019

Job Summary: To support the Human Resource Adviser and the Executive Administrative assistant with various Human Resource/Administrative functions.

Work Tasks and Responsibilities

- Assist with Staff competition files
- Assist with updating PICS Policy and Procedures Manual
- Update HR filing system
- Assist in preparing and posting company career opportunities through various media
- Schedule candidate interviews
- Conduct reference checks
- Coordinate new hire on-boarding and organizing training schedule
- Other assigned duties as required

Skills and Abilities

- Communication skills
- Work Independently
- Organized
- Detail oriented
- Interpersonal skills

Level of Education and Experience

Enrolled in or interested in enrolling in a Human Resources program. Experience in or interested in gaining experience in community social services / non-profit sector.

ELIGIBILITY

To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

How to Apply: Please submit a resume and cover letter to PICS HR Department at career@pics.bc.ca
Please include the job title in the email subject.

(We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)