



April 30, 2026

Job Posting #: 07-2026-ADM

INTERNAL & EXTERNAL JOB POSTING

Position: Human Resources Administrative Assistant

Location: 205 Hall Street

Classification: Permanent Part-Time (28 hours per week)

This is a benefitted position upon successful completion of the probation period

Job Summary: Assist the Human Resources (HR) Director in completing HR-related tasks in support of the Executive Director and Program Managers.

Duties and Responsibilities:

1. Recruitment

- a. Assist the HR Director and Program Managers in creating, processing, and tracking of job postings.
- b. Put up and maintain job postings in the various online sites (ex. KCDS, NCARES and Indeed) and ensure that job postings are up-to-date and accurate.
- c. Under the direction of the HR Director, provide HR administrative support to Program Managers in processing applications and booking interviews.
- d. Send out online reference checks as requested and forward results to the Program Manager.

2. Labour Relations

- a. Be familiar with the Collective Agreement and BC Employment Standards Act and assist in labour relations matters as required (ex. minute taking at management/employee meetings).

3. Onboarding and Human Resources Documentation

- a. Ensure that online onboarding document templates are current.
- b. Prepare online onboarding documents and assist in the onboarding process.
- c. Assist in maintaining personnel file folders according to the NCARES Personnel Record Policy and Procedures.
- d. Assist the HR Director in organizing and maintaining HR related documents in the online Personnel and Administrative drives (Letters of Hire, Job Descriptions etc.).

4. HR Database

- a. Update employee information in the NCARES Inclusion System HR database (ex. entering new hire's information, certificate expiry dates, performance evaluations completion dates, etc).

5. Training and Certification

- a. Schedule and organize training courses as requested by HR Director or Program Manager.
- b. Assist HR Director in maintaining NCARES Training Completion Tracker.
- c. Research training courses as requested by HR Director.

- d. Update certification information entry into NCARES HR Database (Ex. updating new certificates, etc..).
- e. Assist the HR Director in maintaining and providing certificate expiry reports to Program Managers.
- f. Submit and process criminal record check applications as required.

6. Reports

- a. Assist the HR Director and Program Managers in creating HR-related reports as requested (Performance Evaluation due dates, Employment Requirement Certificate due dates etc.).

7. Administrative Support

- a. As requested, assist in maintaining records and systems to meet accreditation standards.
- b. Provide administrative support to Program Managers and Executive Director as required.
- c. Assist the HR Director in ensuring WorkSafe BC Employer Reports of Injury are submitted in the required timeline.

Other duties as assigned by the HR Director and/or Executive Director.

Qualifications: A minimum of 2 years' experience in office administration, plus some experience in the Social Services field or related educational background.

Job Skills and Abilities:

1. Superior verbal and written communication skills
2. Excellent computer skills with proficiency with a diverse range of software programs.
3. Ability to deal with people in crisis in a non-judgmental and confidential manner.
4. Ability to manage a wide range of requests and interruptions throughout the course of a day.
5. Superior organizational skills.

Compensation : \$25.95/hr (JES Grid Level 7/Step 1)

Start Date : As soon as possible

Days and Hours : Monday to Thursday

Application Deadline : On or before 4 pm on May 14, 2026

Please e-mail a letter of intent to:

Human Resources Coordinator

Email: hrcoordinator@nelsoncares.ca

(Please indicate position and job posting number on the subject line)

Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications. Job description is available upon request.