

HUMAN RESOURCES AND COMPLIANCE ASSISTANT

Compliance and Human Resources

Location: Lac La Biche campus
Position type: Full-time continuous
Salary: \$44,460 to \$59,100 per annum

Job number: 24-003
Posting date: June 25, 2024
Closing date: Open until a suitable candidate is found.

ABOUT THE POSITION

Portage College has an exciting opportunity for a Human Resources and Compliance Assistant at the Lac La Biche campus. Primarily providing administrative support to the Human Resources department and the Director, Human Resources and Compliance, responsibilities include:

- Process and respond to general and confidential correspondence for Human Resources, including internal and external requests and inquiries.
- Maintain HR website pages, intranet site, organizational chart, records and filing systems, and administer programs such as employee recognition, safety inspections, etc.
- Provide admin support duties in the areas of occupational health and safety, emergency management, and enterprise risk. This include preparing for meetings and taking minutes.
- Support payroll team with timesheet processing, new employee commencements, and payroll for non-salaried employees.
- Provide support to Manager, Institutional Analysis and Planning with preparation of surveys and reports.

QUALIFICATIONS AND EXPERIENCE

- Post-secondary education in Office Administration or Business. Equivalencies may be considered.
- Several years' experience in business or office administration.
- Experience working with, and interpreting, legislation, collective agreements, policies, guidelines and procedures.
- Strong computer skills, especially advanced working knowledge of MS Office including Word, Excel, Outlook, and Visio.
- Strong communication, time management and multitasking skills are essential, and the ability to work in an open, high-traffic environment.
- Successful applicant will be required to provide a current police information check.

ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for over 50 years and is a first-choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

As a member of the Excluded Employment Group, you will have access to a number of benefits that include generous vacation days, participation in the College pension plan, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

