

**Christian Reformed Church in North America
World Renew**

POSITION DESCRIPTION

Job Title: Administrative Assistant
Department: Systems
Reports To: Human Resources Manager
Status: 80% FTE, non-exempt
Salary Level: 8

PURPOSE:

Provide administrative support to the Human Resources (HR) team, the Canadian Director and other teams as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Streamline systems e.g. human resources, orientation
2. Devise orientation plans for on-boarding of new staff and track follow-up
3. Create and maintain internal e-mail accounts and distribution lists, distribute agency evaluation forms to all staff, provide analysis of results, maintain mentor and coach log(s) as part of on-boarding process(es)
4. Research, establish and acquire insurance coverage for select employees, assist with enrollment, claims processing, renewals and terminations, liaise with insurance brokers to ensure adequate coverage for staff
5. Arrange for the completion of background checks as applicable/necessary for staff
6. Send out internal peer review system alerts for all agency staff
7. Write and/or edit documents, including job descriptions, operational guidelines and immigration letters
8. Schedule meetings (including interviews), conduct, arrange/organize travel and logistics for international staff, HR manager and others as requested
9. Assist with various research projects and/or special projects, prepare information for reports and presentations, compile agendas and minutes, manage assigned projects as requested
10. Gather information, compile and update employee information in databases, organizational charts and HR reports/score card(s) and provide information to other staff when applicable
11. Monitor independent contractor cycles, conduct routine follow-up to ensure the necessary HR processes are handled
12. Track tenure milestones, circulate cards for various life events, send mail to overseas staff and archive personnel and other HR files, including appropriate file destruction within pre-set parameters
13. Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Committed to Christ and able to recognize this position as one that contributes to the work of God's kingdom

2. Demonstrated commitment to gender and ethnic equality
3. An awareness of international development and/or working knowledge of a global organization, in the not-for-profit sector is advantageous
4. A genuine friendly disposition that is apparent over the telephone and in-person, able to express ideas clearly and listen with sensitivity, well-developed writing skills with thorough knowledge of correct grammar, punctuation, spelling, and general business English
5. Expert level knowledge of MS Office Suite (Word and Excel), G-mail and working with and creating Google forms and sites, is preferred
6. The ability to meet goals and deadlines and be able to relate well with people from diverse socio-economic and ethnic groups
7. Be self-directed and professional and take initiative when necessary
8. Detail oriented, be organized and be able to carry projects to completion in a timely fashion
9. The ability to maintain discretion and confidential information, handle sensitive personnel matters
10. Demonstrated ability to manage several tasks, follow instructions, be a flexible team player and proven ability to collaborate with others
11. Class G driver's license in good standing

EDUCATION AND EXPERIENCE:

1. A minimum of two years work experience in office administration is required, human resources experience is advantageous
2. Minimum community college diploma required, human resources specialization is preferred

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The successful candidate would have to provide proof that s/he has a valid driver's license upon being hired and be able to lift items, weighing generally 5 pounds or less.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The position is largely desk-based and does not require unusual physical activity. Those who may not be ambulatory but are mobile and capable of performing the duties described in the position description are encouraged to apply. The ability to work in an office cubicle setting, generally on Mondays, Wednesdays and Fridays with the option of coming in other days is required.