



IDENTIFICATION

Department	Position Title	
Finance	Human Resource Operations Assistant	
Position Number	Community	Division/Region
15-12689	Yellowknife	Management and Recruitment Services

PURPOSE OF THE POSITION

This position provides human resource support to the Human Resource (HR) teams by completing HR functions related to recruitment program initiatives and administrative recruitment support to the Human Resource Operations team in a timely, efficient and professional manner in keeping with established GNWT Acts, regulations, policies and procedures, guidelines, service agreements and applicable terms of employment. This position is also responsible for providing eRecruit data entry and administration of recruitment program databases.

SCOPE

The Human Resource Operations Assistant reports to the Manager of Human Resource Operations and is located in Yellowknife. The incumbent is the first contact for individuals seeking employment with the Government of the Northwest Territories via recruitment program initiatives. As such, the position is directly responsible for providing a positive first impression of the Department of Finance and for promoting the Government of the Northwest Territories as an employer of choice. This ultimately leads to the GNWT securing the best employee for a position and an individual who can positively affect the ability of the GNWT to deliver quality programs and services.

The incumbent is also directly responsible for data entry, managing databases and maintaining records for each recruitment program. This position provides support to Management and Recruitment Services teams in the reviewing databases and eRecruit to compile lists of eligible candidates for the staffing of positions via the GNWT's recruitment programs.



RESPONSIBILITIES

1. Provides human resource recruitment support to MRS by:

- Reviewing resumes received via fax, e-mail and in person and linking applications to the appropriate recruitment program.
- Determining Affirmative Action status of applicants and updating eRecruit and databases where required.
- Printing resumes and preparing files for in person screening.
- Scanning, organizing, and loading competition and recruitment documents to both eRecruit and network competition folders, then disposing of said documents in the appropriate manner.

2. Provides support to MRS for eRecruit data entry to ensure accurate and timely report by:

- Entering paper applicants into eRecruit and into recruitment program databases.
- Contacting applicants to confirm Affirmative Action, program eligibility and seeking confirmation of interest in employment opportunities.
- Updating databases and eRecruit as applicant status changes to hired.
- Compiling data and statistics for the GNWT and department specific reporting.

3. Administers recruitment programs and databases by:

- Assisting applicants and HR teams with general inquiries regarding recruitment program hiring processes, the Affirmative Action Policy and eRecruit.
- Works with other divisional staff and teams in the development of recruitment program queries in preparation of launching.
- Develops folders and records for new and existing recruitment programs.
- Data enters applicants and related information to program databases and eRecruit.
- Maintains program records and databases.

4. Provides general administrative support to the MRS by:

- Assisting divisional staff with the coordination of casual hiring.
- Assisting divisional staff with hiring under the recruitment programs.
- Preparing various employment contracts including job offers, transfer assignment agreements, and employment extensions.
- Running various reports from the HRIS system for HR Operations and for distribution to Client Service Teams and other HR divisions.
- Researching and compiling appropriate responses to assigned help desk tickets and inquiries.
- Filing HR Operations and recruitment program information, records, and correspondence.



- Identifies, recommends, and participates in the implementation of changes to recruitment programs and processes.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and experience in standard office procedures and protocol.
- Ability to use computer software programs including spreadsheets, databases, presentations, and word processing.
- Attention to detail.
- Ability to use eRecruit with proficiency.
- Ability to maintain confidentiality.
- Communication skills to communicate with colleagues in a professional manner and gain their confidence and compliance with required procedures to minimize conflicts.
- Ability to work in a fast-paced environment with constantly changing priorities.
- Organizational and time management skills as well as the ability to multitask.
- Knowledge of GNWT recruitment and retention related Acts, regulations and policies and procedures.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:



Diploma in Management Studies, Human Resources, Business Administration, or relatable field and 2 years of administrative experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Select language

- Required
- Preferred