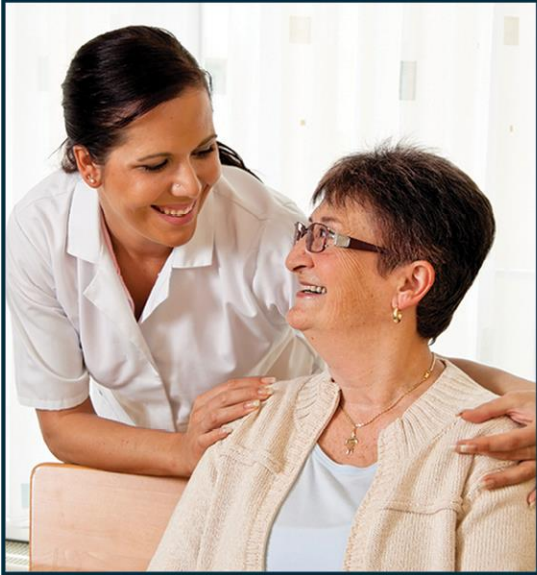




## ADMINISTRATION – Human Resources Assistant

MVSH Administration Office in Olds, AB



**JOB TITLE:** Administration – Human Resources Assistant  
(Part-time – 0.50 FTE, Temporary for 12 months).

**POSITION NO:** (MVSH 10 - PT Assistant)

**EFFECTIVE DATE:** As soon as possible.

**SALARY RATE:** As per the MVSH salary schedule.

### MAIN DUTIES:

- Under the direction of the Director of Employee Engagement, provides administrative and clerical support to the Human Resources Department.
- Conducts meetings with new employees to ensure mandatory paperwork is completed and performs data entry of relevant information, drafts status change letters for employees, and maintains employee files.
- Performs general office duties including general filing, organization, and other duties as assigned.

### QUALIFICATIONS:

1. Post-secondary education in Office Administration or a related discipline.
2. Preference will be given to candidates with experience supporting human resources whose knowledge includes group benefits, recruitment, and/or relevant provincial legislation (e.g. Employment Standards, OH&S, Human Rights).
3. A positive rapport with seniors, friendly and helpful team player.
4. A flexible, willing and positive attitude.
5. Advanced computer skills with proficiency in MS Office.
6. Excellent judgment and discretion in handling confidential and sensitive information.
7. Must have a clear and current vulnerable sector check.

### CLOSING:

Until a suitable candidate is found.

### FORWARD RESUME TO:

Marie McMullen  
HR Coordinator, Recruitment  
Mountain View Seniors' Housing  
hr@mvsh.ca  
Phone: 403-556-2957 ext 721  
Fax: 587-796-0776

*We thank all applicants for their interest, only those selected for an interview will be contacted.*

Our Vision - We enhance lives by providing quality care and self-sustainable living through innovative leadership.

