

## CITY OF HAMILTON

### CITY MANAGER'S OFFICE (HUMAN RESOURCES DIVISION – LOCATION - 120 KING ST. W., 9<sup>th</sup> FLOOR)

#### ADMINISTRATIVE ASSISTANT II – HUMAN RESOURCES

##### SUMMARY OF DUTIES

Reporting to the Director of Human Resources Systems and Operations, by providing administrative and confidential support. . Coordinates administrative activities as they pertain to the day-to-day operations. Will be required to assist other HR staff with administrative support based on workload pressures and priorities.

##### GENERAL DUTIES

Assists the Director HR Systems and Operations in business and administrative matters, such as managing their calendars, organizing email priorities, fielding inquiries, and consolidate comments when required.

Will prepare and present metrics on reporting status up dates on sectional workplans.

As required, will assist as required to create, monitor and maintain HR systems drives

Assists in business and administrative matters such as responding to inquiries and processing confidential matters.

Schedules appointments, arranges meetings, books facilities, organizes the delivery of presentation equipment, prepares necessary documentation, provides for catering arrangements and informs participants of arrangements.

Prepares, formats, composes and proof reads correspondence and reports on a variety of matters, both confidential and routine..

Prepares and composes draft correspondence and reports on routine matters for Directors consideration and signature.

Maintains records for the Directors on attendance and vacation for Organizational Development, HR Systems and Operations managers and supervisors.

Acts as contact person for Director's office ensuring information is disseminated to staff as needed.

Tracks and monitors workplans and provides status reports and updates to the Director.

Schedules appointments and meetings for the Organizational Development, HR Systems and Operations team, as appropriate.

Monitors the HR Records inbox. Creates and emails Employment Verification Letters to employees in line with HR Records SOP. Responds to external agencies when they request confirmation of matters discussed in the Employment Verification Letters.

Monitors the Directors inbox for invoices regarding the corporate mobile phone, and the corporate credit card. Processes those invoices for payment.

Provide administrative support to the Human Resources Executive Director when the Human Resources Administrative Coordinator is away from the office for extended periods (Vacation, Sick Leave)

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

**QUALIFICATIONS**

1. Previous secretarial/administrative experience or combination of secretarial/administrative (courses) related education and relevant work experience. Must possess excellent computer skills with above average working knowledge of Microsoft Office XP Software (Word, Excel, PowerPoint) and working knowledge of HRMS is an asset.
2. Must have demonstrated experience dealing with the public and outside agencies, have a pleasant manner, have initiative and the ability to carry out instructions without detailed direction. Previous work experience in a fast paced business environment working for multiple people.
3. Have knowledge of basic accounting principles to ensure invoices are tracked, and paid in a timely manner
4. Proven experience in scheduling appointments, arranging meetings, and event management including booking facilities, organizing the delivery of presentation equipment, prepares necessary documentation, provides for catering arrangements and informs participants of arrangements.
5. Assumes responsibility for all routine administrative details within the office of the Director. Assists in business and administrative matters such as responding to enquiries and processing confidential matters. Assist in the maintenance of confidential and routine information filing systems across the S&O Division.
6. Have knowledge of Project Management practices and must be able to work independently on projects while co-ordinating activities with other parts of the organization to promote smooth and efficient communications and information flow. Ability to initiate tracking and monitoring systems for effective follow-up and progress reporting.
7. Must have a high level of accuracy, strong proof-reading skills and speed in preparation of written communication. Demonstrated experience in preparation of reports and formal presentations is required.
8. Previous experience setting up, monitoring and managing electronic files.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**

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