



Information for International Client Looking for a Career as a Human Resources Administrative Assistant

OVERVIEW

There are several levels of human resources positions in public and private operations of which a human resources administrative assistant is an entry-level position. In the businesses with defined expectations for HR expectations of an HR Assistant position may vary widely. Some companies task HR with little more than administration, while others regard the workforce as an important component of its success. As a result, 'entry-level' can vary markedly from one employer to the next. There's not a clear path because HR's so broad. With all the employment laws, regulations and compliance issues that go along with it.

It is important to understand that human resources is first and foremost, a business function and the most effective practitioners are those who've acquired business experience first, then made a lateral move into HR.

Human Resources (HR) Administrative Assistants support management-level staff and perform a variety of tasks related to employee record-keeping within organizations (e.g. records of employee benefits, work performance and compensation). They often handle sensitive employee and company information, which requires maintaining a high level of professionalism and confidentiality. The HR assistant may also be involved in the recruiting, hiring, and training of new employees.

Entry-level positions include Personnel Clerk, HR assistant or HR specialist for which responsibilities and tasks might include assisting with keeping. Human resource workers in these positions may assist in employee orientation, training, and development. These positions support personnel officers and human resources departments by compiling, maintaining and processing information relating to staffing, recruitment, training, labour relations, performance evaluations and classifications.

Other common names for this position: Human Resources Administrative Assistant, Personnel Clerk, Classification Clerk, Employment Clerk, Human Resources Clerk, Staffing Clerk, Labour Relations Clerk, Personnel Services Clerk, Training Clerk.

Prepared October 2020 by BCPLAN Navigator

© 2018-2021 British Columbia's Prior Learning Action Network

This document is protected by applicable Canadian copyright laws and regulations. Except as otherwise provided for under Canadian copyright law, this document and its content may not be reproduced, published, distributed, or otherwise stored, transmitted or converted, in any form or by any means, without the prior written permission of the copyright owner.



EDUCATION, TRAINING AND QUALIFICATIONS

While completion of grade 12 is accepted, most employers require applicants to have completed a bachelor's degree in Human Resources, Labour Relations or Industrial Relations. Employers do look for the following characteristics.

- Effective communication, and interpersonal, and time management skills.
- Strong attention to detail and organizational skills.
- A people-first attitude and a strong problem-solving skillset are highly useful.
- Demonstrated ability to build strong, positive relationships and effectively work with various stakeholders and colleagues.
- Analytical, critical thinking and decision-making skills.
- Demonstrated ability to collect data from a variety of sources, draft correspondence, and reports, and provide project support.
- Ability to work both independently and as an effective team member.
- Ability to work with discretion in preparing and handling information of a confidential and/or sensitive nature.
- Ability to effectively use computer software including Microsoft Outlook, Word, Excel and HR software (HRIS or HRMS and Recruitment Marketing platforms)
- Familiarity with labour laws
- Data-driven mindset.
- Experience with recruitment marketing in Canada.

Human Resources assistants must be able to follow instructions accurately, adapt to company procedures and standards, and promote good performance among employees by addressing their queries in a prompt manner. They should be able to work with little supervision and are highly motivated self-starters.

An additional certification is available for HR professionals and is sometimes required when applying for certain HR positions. The [Chartered Professional in Human Resources \(CPHR\)](#) designation ensures that HR professionals across the country all meet the same national standards of excellence in terms of HR management policies and practices.

ROLES AND RESPONSIBILITIES

Human resources administrative assistants often provide both HR-specific and general administrative and secretarial support, depending on the size of the company and/or HR

Prepared October 2020 by BCPLAN Navigator

© 2018-2021 British Columbia's Prior Learning Action Network

This document is protected by applicable Canadian copyright laws and regulations. Except as otherwise provided for under Canadian copyright law, this document and its content may not be reproduced, published, distributed, or otherwise stored, transmitted or converted, in any form or by any means, without the prior written permission of the copyright owner.



department. They file employee-related documents, answer department telephones, relay messages, and distribute information to employees. They provide direct support to executives by scheduling meetings and appointments, making travel arrangements, and processing expense reports.

HR administrative assistants with intermediate office skills may be responsible for editing documents and presentations, entering and updating employee information into company databases, preparing employment packages, handling benefits information, and processing termination paperwork. They also assist HR staff with specified projects, such as planning company events.

At the advanced level, administrative assistants in HR create forms, templates, and other HR-related documents. They explain company policies and procedures to employees. Supervised by an HR manager, they may also perform payroll and timekeeping functions. Some HR administrative assistants handle essential recruitment tasks, including posting job openings, reviewing resumes, calling candidates, and scheduling interviews.

BASIC MEMBERSHIPS in CHARTERED PROFESSIONAL AND HUMAN RESOURCES (CHRP)

There are several categories of membership in the BC and Yukon chapter of CPHR <https://cphrbc.ca/member-matters/join/categories-and-fees/>. The starting point is to join as a 'general member' or 'student member'.

General Member – is for someone currently employed in the HR field or who has a genuine interest in the profession. This membership provides access to professional development and networking opportunities. In order to become a CPHR one must first be a general or student member.

Student Member - is an individual enrolled part-time or full-time in a recognized and accredited post-secondary educational institution completing an undergraduate program intended to meet the CPHR undergraduate requirements.



RESOURCES

Neuvoo - <https://neuvoo.ca/neuvooPedia/en/hr-assistant/>

SHRM - <https://www.shrm.org/hr-today/news/hr-news/pages/how-to-get-entry-level-hr-job.aspx>

Study.com -

https://study.com/articles/HR_Administrative_Assistant_Job_Duties_and_Requirements.html

TalentLyft - [https://www.talentlyft.com/en/resources/hr-administrative-assistant-job-description#:~:text=Human%20Resources%20\(HR\)%20Administrative%20Assistants,and%20training%20of%20new%20employees.](https://www.talentlyft.com/en/resources/hr-administrative-assistant-job-description#:~:text=Human%20Resources%20(HR)%20Administrative%20Assistants,and%20training%20of%20new%20employees.)

JOB BOARDS

BCJobs - <https://www.bcjobs.ca/human-resources-jobs>

Glassdoor - https://www.glassdoor.ca/Job/vancouver-human-resources-entry-level-jobs-SRCH_IL.0,9_IC2278756_KO10,37.htm

Indeed - <https://ca.indeed.com/Human-Resource-Assistant-jobs-in-Vancouver,-BC>

Jooble - <https://ca.jooble.org/jobs-hr-assistant/Vancouver%2C-BC>

LinkedIn - <https://www.linkedin.com/jobs/human-resources-assistant-jobs-vancouver-bc/?originalSubdomain=ca>

Simply Hired -

<https://www.simplyhired.ca/search?q=human+resources&l=vancouver%2C+bc&job=kE7ue-h7GYAqje7Y-lbtr0r9nvdQ7KIUmTFLdpACetBfTsDGteQJkw>

Workopolis - <https://www.workopolis.com/jobsearch/human-resources-assistant-jobs/vancouver-british-columbia?job>