

POSITION DESCRIPTION

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TITLE:	HR Assistant		
FACULTY/OFFICE:	Human Resources	DEPT:	
REPORTS TO TITLE:	Manager, Staffing & Workforce Planning		
AUTHOR TITLE:			
POSITION NUMBER:		HEW LEVEL:	
APPROVED BY:	Director, Human Resources	DATE:	

A POSITION PURPOSE

The position of HR Assistant provides broad foundation support to the Office of Human Resources.

B PRIMARY ACCOUNTABILITIES

- Sorting and filing of paperwork onto individual files
- Incoming mail sorting and distribution to the appropriate teams
- Coordination of printer / photocopier / fax machine supplies. Servicing of Konica copier only.
- Secondary coverage of the Front Counter when the HR Coordinator is unavailable
- Ad hoc administrative support for internal project work
- Management of paper bins.

Other

- Any other duties within the staff member's level of competence as required.

C REPORTING RELATIONSHIPS

This position reports to the Manager, Staffing & Workforce Planning.

D ORGANISATIONAL RELATIONSHIPS

This position works in support of all members of Human Resources.

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E SUPERVISION AND INDEPENDENCE

This position works under the direct supervision of the Manager, Staffing & Workforce Planning. Direction is provided on tasks and the incumbent works autonomously in line with procedures to complete the tasks. There is regular review of the tasks completed.

F PROBLEM SOLVING AND JUDGEMENT

This position is required to complete a combination of straight forward administrative tasks such as filing and mail sorting. They may be required to rearrange the administrative systems to meet current business needs, however, direction will be provided.

G RECOURSE TO HIGHER LEVEL

This position has recourse to the Director, Human Resources on operational issues.

H DELEGATIONS

Nil financial delegations.

I QUALIFICATIONS AND SKILLS

- Experience within Human Resources or other operational support area within a large and complex organisation
- Intermediate-level skills with the Microsoft Office suite of software tools (including FileMaster)
- Experience in filing and/or archiving
- Demonstrated experience in customer service and general administration