



Position Title: Operations Assistant
Position Location: Ottawa, Ontario
Reports to: Director, Operations
Status: 12 month contract, 4 days per week

GENERAL DESCRIPTION

Reporting to the Director of Operations, CDF Canada's Operations Assistant is responsible for coordinating and administering HR initiatives, including but not limited to recruitment, employee on boarding and HR records management. The incumbent will also be responsible for supporting CDF Canada's Volunteer Department.

Job Responsibilities

The Operations Assistant offers clerical and technical support for multiple human resources (HR) and volunteer functions for which some specialized knowledge is required. Functions include planning, recruitment and retention, compensation, performance management and attendance management. This position reports directly to the Director, Operations. Duties include:

Human Resources:

- Conduct recruitment and pre-employment activities including preparing advertisements/postings, short-listing and pre-screening interviews, administering testing, reference and background checks, preparing employment and/or contract agreements.
- Organize and coordinate new employee on-boarding process.
- Maintain an organized filing system; ensure personnel files are complete and in compliance with legal requirement.
- Assist in completion of Salary Surveys and preparation of Employee Satisfaction Surveys.
- Coordinate Performance Appraisal process; track and file completed PAs.
- Collect and file attendance reports; prepare monthly tracking report.
- Provide support to payroll and benefits processes.
- Identify, plan, schedule and deliver Health and Safety, Workplace Harassment and Violence and AODA training; Maintain training logs.
- Organize training logistics including scheduling, set up, and compiling training evaluation results; where applicable, facilitate training sessions.
- Participate in the Joint Health and Safety and Social Committees.
- Conduct research, compile data and prepare reports for Director as required.
- Attend various meetings and sits on committees necessary to represent the department.
- Respond to email and phone inquiries in a timely manner.

Volunteers:

- Post volunteer opportunities, tracking applicants.
- Input and track volunteer timesheets in CDF Canada's database.
- Generate reports capturing volunteer time contributed across projects.

- Coordinate the logistics for and participate in onboarding volunteers prior to their international assignments.

Skills and Knowledge

- Excellent knowledge of HR and/or volunteer policies and processes.
- Experience creating and managing a database (ex. Access).
- Superior communication, interpersonal skills.
- Adherence to the highest degree of confidentiality and professional human resource standards.
- Excellent interpersonal and communication skills.
- Advanced analytical and organizational skills.
- Ability to multi-task and work within tight deadlines.
- Solid experience and knowledge of Microsoft Word and Excel.
- Ability to exercise tact, diplomacy and discretion.
- Fluency in French an asset.

Education & Work Experience

- Minimum of 3 years' experience in a Human Resources, Operations and / or Volunteer Department.
- Previous experience providing support to a volunteer manager.
- Post-secondary diploma or degree in office administration or equivalent experience; Masters of Industrial Relations considered an asset.
- Certified Human Resources Professional (CHRP) designation an asset.

Please apply with a resume and cover letter to apply@cdfcanada.coop no later than 4:00 p.m. Friday, September 6th, 2019.

All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted. CDF Canada is an inclusive employer. If selected for an interview, please advise if you require accommodation during the interview process and we will work with you to meet your accessibility needs.