



JOB DESCRIPTION

Salary Grade: 5 CUPE 1328

Job Title:

Secretary – Recruitment and Records

PRIMARY FUNCTION

The primary purpose of this job is to process and process procedural human resources activities and maintain staff record changes of the assigned groups; and to provide secretarial/administrative support to the department.

MAIN RESPONSIBILITIES

1. Processes hiring procedures for the assigned groups (APSSP, Msgr Fraser College Teachers), by:
 - preparing advertisements (external) and job postings (internal)
 - processing/screening applications to ensure all required qualifications are met and supporting documentation are received
 - Contacting York University Academic Credential Evaluation Service to check if Universities and Colleges (out of province/outside Canada) are accredited universities recognized by the Ministry of Education
 - verifying applicants' registration with Ontario College of Teachers via internet
 - verifying Pastor references and if the church and Pastor are in communion with Rome
 - ensuring Police Reference Check is cleared
 - organizing/setting up interviews – preparing interviewing packages, booking interviewing sites, scheduling interviews with various stake holders (Superintendent, Principal, Human Resources staff)
 - assembling the information package by typing the contract and gathering all other data (e.g. collective agreements) for new hires

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- assisting in providing orientation to new employees, as required, by meeting with employees and outlining procedures (e.g. pay schedules, procedures for change of personal information etc.); witnessing signature of contract etc. as necessary
 - maintaining and updating data in HRIS system(s) related to recruitment process
2. Maintains and updates of the life cycle of employees' master data in the Human Resources System (SAP and ZSEMS) for all record changes by:
- Receiving requests, ensuring that they are appropriately authorized
 - inputting new (e.g. appointments) and changing existing data (e.g. banking information, address, and other personal/administrative changes etc.)
 - inputting timetable and/or attendances for employees (e.g. Msgr Fraser College Instructors)
 - assigning allowances where applicable
 - checking payroll output
3. Provides secretarial/administrative services for the department by:
- assisting the management team with activities related to job fairs such as registration of our attendance, preparing application packages, communicating with organizers to schedule appointments for onsite interviews, and booking space for the interviews, etc.
 - preparing contracts/letter of employment
 - prepare letter of experience for Secondary School teacher(s) by researching employee records, fiche, scantrax, etc. for information
 - maintaining filing/records for employees on pregnancy/parental leave and expected return) and advising all parties (i.e. Benefits Clerk, employee, etc.)
 - maintaining follow-up systems and checking with employees that are expected to return from leaves, requesting appropriate documentation (e.g. Field Superintendent's, Department Head's approval, etc.) for extended leaves
4. Provides secretarial/clerical services for the department by:
- compose routine letters and department correspondence pertaining to respective area
 - responding to general enquiries pertaining to the area of responsibility
 - maintaining and updating data pertaining to the assigned area of responsibility
 - utilizing word processing software on computer to keyboard such material as reports, correspondence, guidelines, etc.
 - utilizing established formats or creating new formats/setups (e.g. forms, fliers, etc.) as required
5. Performs other duties as assigned or required such as

- providing reception support at the Liaison Desk by performing duties such as answering general inquiries; distributing Police Reference Check forms, checking/photocopying photo IDs, receiving of payment and logging the details etc.)
- providing backup in the absence of other co-workers where applicable (e.g. SEMS operator)

SKILL

- 2 year college diploma or equivalent.
- 1 – 2 years related experience.

EFFORT

- Complexity in recognizing situations and taking appropriate action (e.g. verifying applicants' qualifications, verifying employees' eligibility for allowance, processing staff record changes, researching enquiries and providing backup material). Complexity of the job is in effectively co-ordinating the various activities to ensure efficient completion in an organized manner. Planning needed to prioritize workload to support department needs.
- Visual concentration and manual dexterity when utilizing computer terminal (65%+). Physical exertion when filing and or handling printed materials.

RESPONSIBILITY

- Accountable for timely processing/updating of records, follow-up of matters (returning from leaves; obtaining outstanding documents etc.). Follows established procedures, checking payroll output. Decision making generally in the day to day processing of department activities (e.g. determining which information to release to outside agencies according to pre-determined guidelines provided; maintaining files and records etc.)
- Errors in staff records processing and maintenance would result in delays and would/could inconvenience others, affecting pay of employees and could impact service. Errors when relating to public could adversely impact public image.
- Contacts with all levels of staff, new hires and outside agencies in performance of duties. Exposed to confidential matters

WORKING CONDITIONS

- Open concept office environment.
- Stress from deadlines, volume of work, interpretation of qualifications from application. Stress from dealing with irate applicants (e.g. status of application)/employees