

CAREER OPPORTUNITIES



HR Assistant (Ref: HRA_1906)

A WORLD LEADER IN TESTING, INSPECTION & CERTIFICATION SERVICES

Bureau Veritas offers dynamic, exciting employment opportunities to play a vital role with a global organization. If you would enjoy working in a dynamic environment and are looking for an opportunity to become part of a stellar team of professionals, we invite you to apply today.

Position Summary

Reporting to the **Regional Human Resources Manager**, the HR Assistant provides a comprehensive administrative support to day-to-day operations of Human Resources department ensuring the efficient delivery of benefits administration, recruitment process including creating job ads, scheduling interviews as needed, conducting onboarding sessions and maintaining accuracy of data records for both active and former employees. In addition, the HR Assistant may be required to act as backup or assist with other administrative roles such as Payroll administration as needed.

Duties and Responsibilities

- Provide general administrative support such as preparing correspondences & memos, forms and reports, processing confidential reports and documents
- Assist in the maintenance of all company policies, including reviewing and updating content as required
- Assist in the preparation of monthly operation and/or KPI reports when required
- Backup or assist in Payroll Administration as needed
- Prepare job advertisements and assist in recruitment tasks including scheduling interviews as required
- Prepare source documents needed for new hires or effective changes in pay, status or benefits
- Handling issues and inquires in the unavailability of HR Manager and/or Payroll Administrator
- Maintain employee file records up-to-date, including monthly HC reports, Seniority reports and maintaining Employee Payroll ID assignment records
- Comply with all company policies, laboratory safety procedures and applicable Quality System SOPs
- Other tasks as assigned or required from time to time

Experience and Qualifications:

- College or BCIT diploma – preferably in Human Resources or Financial Management
- Some prior Canadian experience in full cycle payroll processing and/or Accounting an asset
- Familiarity with all provincial/territorial employment requirements and standards, including Quebec
- Excellent English communication skills, both verbal and written
- Strong ethical practice in maintaining confidentiality on all information handled
- Excellent interpersonal, time management and organizing skills

If you feel that you are the right person for this position please forward your application by email, quoting reference **HRA_1906** to: hrdept@ca.bureauveritas.com

*Bureau Veritas is an equal opportunity employer
Candidates applying for Canadian job postings must be authorized to work in Canada*