



Human Resources Assistant

Location: Charlottetown, PE

Who We Are:

We are the largest Credit Union in Atlantic Canada with \$1.2 billion in assets and serving approximately 35,076 members in 10 branch locations across PEI.

We are committed to the following core values in operating our organization:

- We go above and beyond for our people - members, staff, and board.
- We are accountable and have integrity.
- We work together as a team.
- We seek to continuously improve.
- We act in the best interests of our communities.

Who You Are:

As a key member of the HR team, you are excited to provide administrative support and contribute to the credit union's HR strategy and objectives. You are motivated to demonstrate and deepen your knowledge for a wide range of HR functions and best practices. You are a motivated self-starter and bring exceptional organizational and time management skills, as well as strong interpersonal capabilities and good judgment. You enjoy a fast-paced and energetic work environment.

What You'll Do:

- Responsible for the daily administration of Provincial's human resources functions.
- Assist the Director of HR and other HR staff in recruitment, records maintenance, payroll, and any other administrative functions related to HR.
- Actively participant in any discussions surrounding the HR administration function and will bring forward ideas and solutions that may improve the operation of their position.
- Maintain accurate and up-to-date human resource files, records, and documentation.
- Answer frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refer more complex questions to appropriate senior-level HR staff or management.
- Maintain the integrity and confidentiality of human resource files and records.
- Perform periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Assist with the preparation of salary budgets; bi-weekly payroll including preparation and balancing of the payroll accounts, preparation of T-4s, and making payroll remittances (Income Taxes, CPP, EI, and RPP Remittances).
- Assist in the administration of employee group benefits plans including Health and Dental, Group Life and Long-Term Disability Insurances, Group Retirement, and

Employee Assistance Program including enrolling new employees in benefits plans and providing benefits orientation; processing terminations and changes; processing billings from the insurance providers; and investigating and resolving questions about the benefits plans.

- Schedule interviews, conduct references and prepare offer letters
- May act as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conduct or assist with new hire orientation.
- Assist with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, and retirement celebrations.
- Provides clerical support to the HR department and other duties as assigned.

What You Have:

Required Education and Experience

- Post-secondary education and HR administration experience preferred but not required.
- Experience with an HRIS or HRMS would be an asset.

Skills and Abilities

- Excellent organizational skills.
- Strong communications skills.
- Exceptional attention to detail.
- Proven ability in following policies and procedures.
- Solid analytical and problem-solving skills.
- Basic knowledge of employment laws.
- Keep up to date with the latest HR trends and best practices.
- Attend training and seminar programs for self-development.
- Demonstrated proficiency in Microsoft Office applications (Excel, Word), data systems, software applications and technology.
- Bondable.

What We Offer:

- Outstanding culture and opportunity to join an engaged and community-focused team.
- Market competitive compensation plus annual bonus.
- Generous benefit package including flexible health and dental Plan, sick time, and 6% contribution with employer match in a Defined Contribution Pension Plan and Group Retirement Saving Plan with up to 3% employer contribution.
- Vacation starting at 3 weeks per year plus 4 personal days.
- Tuition reimbursement, training, and career progression opportunities.
- Additional employee perks including but not limited to, annual fitness and clothing allowance, and reduced rates on employee loans/mortgages and no service fee banking.

Interested?

Do you think you would be a good fit for the role? Tell us why by submitting your resume and cover letter to Human Resources at hr@provincialcu.com and reference “**HR Assistant – Charlottetown**” in the subject line. Applications will close **March 31, 2022**.

Please note that all offers of employment are conditional upon the acceptance of an Individual Fidelity Bond Application which includes a criminal check and a credit check.

We wish to thank applicants in advance; only candidates selected for an interview will be contacted.

Diversity and Inclusion:

Provincial Credit Union invites applications from all qualified individuals. Provincial Credit Union is committed to employment equity and diversity in the workplace, and welcome applicants from diverse backgrounds. Accommodations are available for applicants with disabilities throughout the recruitment process.