Administrative Assistant, Pay & Benefits (Term)

Human Resource Services

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

DUTIES

Reporting to the Office Manager, Human Resource Services, this position is an integral part of the administrative team and is responsible for assisting Pay & Benefits to ensure the accurate and timely processing of entries into the payroll system and third-party remittances. The successful incumbent is also responsible for the distribution of scheduled reporting requirements including earning reports, term extension reports and merit increment notifications. The position is responsible for monitoring and responding to internal and external inquiries received through the payroll general email account, and the maintenance of employee records. The position also provides assistance to the Human Resources team as required.

REQUIRED QUALIFICATIONS

- Formal education in office administration or business administration; other combinations of training and experience in administration or business may be considered
- Strong database management skills with experience in records management
- Effective verbal communication and interpersonal skills with experience providing superior customer service
- Demonstrated professionalism, high degree of integrity and ethical conduct
- Ability to handle sensitive materials and maintain confidentiality
- Experience drafting and proofreading internal and external communications
- Ability to prioritize work, multi-task, and meet strict deadlines without compromising attention to detail
- Ability to work independently with minimal supervision and collaboratively within a team environment
- Demonstrated initiative and willingness to accept new challenges and improve processes
- Proficient with MS Office Suite including Outlook, Word, Excel, and Microsoft Teams
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Working knowledge and experience with payroll processes
- Experience with Human Resource Information Systems

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- Incumbent must provide a current and satisfactory Criminal Records Check

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit rrc.ca/hr

2055 Notre Dame Ave, Winnipeg, Manitoba R3H0J9

COMPETITION NUMBER

2020-119

CLOSING DATE

November 4, 2020

SALARY

$39,453 - $53,997 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Term Position Available
Anticipated up to 6 months
Possibility of an extension

APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation, and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

We seek diversity in our workplace. Indigenous persons, women, visible minorities, and individuals with disabilities are encouraged to apply.