

## EMPLOYMENT OPPORTUNITY

### Administrative Assistant, Human Resources and Safety

Temporary Full Time | External  
Human Resources and Safety  
Competition No: 2025-1051



[rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca)



[www.rdn.bc.ca](http://www.rdn.bc.ca)

#### SKILLS & ABILITIES

- Excellent written and verbal communication.
- Exceptional interpersonal and customer service skills.
- Strong time management and organization skills with the ability to manage multiple calendars and priorities.
- Ability to respond to changing priorities and perform work requiring close attention to detail.

#### APPLICATION DETAILS

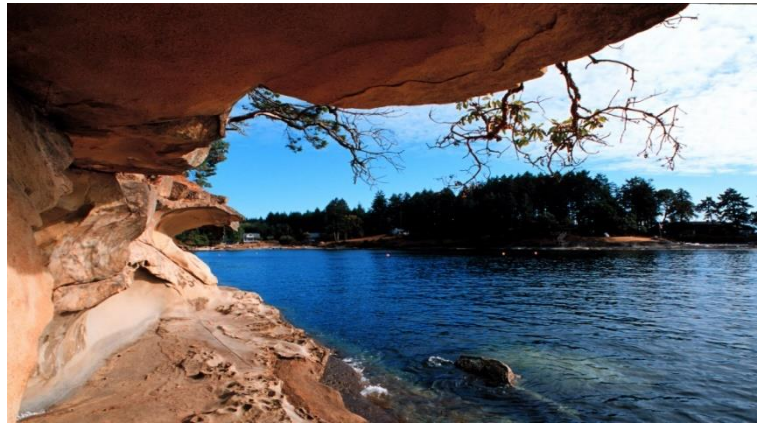
To apply for this position, send your cover letter and resume to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca), clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1051 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:  
4:00 p.m., on March 27, 2025.**

*Date posted: March 13, 2025.*

*We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.*

*A Criminal Record Check is required as a condition of employment with the Regional District of Nanaimo.*



#### ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time Administrative Assistant, Human Resources and Safety, based at the RDN Administration Building.

Reporting directly to the Chief Human Resources Officer (CHRO) and with functional supervision provided by the Human Resources and Safety Associates, this position is responsible for providing a wide range of confidential administrative support to the Human Resources and Safety department.

#### EXPERIENCE & QUALIFICATIONS

Qualifications include a Certificate in Business Administration or related field, plus a minimum of one year of experience performing administrative duties, which includes experience and intermediate knowledge and use of MS Office programs, with a particular focus on managing calendars, meetings and scheduling in MS Outlook and Teams, as well as proficiency in Word and Excel. Experience providing administrative support in a Human Resources environment is preferred. A combination of training and experience may be considered.

#### POSITION DETAILS

This is a temporary full-time (35 hours per week) Exempt position for one (1) year, with the possibility of ending early or extension based on operational needs. The salary range for this position is \$64,586-\$71,762. *This salary is based on the 2024 exempt management salary structure and does not reflect the results of the salary review that is currently underway in accordance with the exempt compensation policy.* This position provides comprehensive extended health and dental benefits.

**POSITION TITLE:** Administrative Assistant, Human Resources and Safety

**REPORTS TO:** Chief Human Resources Officer

**DIRECT REPORTS:** N/A

## POSITION SUMMARY

Reporting directly to the Chief Human Resources Officer (CHRO) and with functional supervision provided by the Human Resources and Safety Associates, this position is responsible for providing a wide range of confidential administrative support to the Human Resources and Safety department.

## MAJOR DUTIES AND RESPONSIBILITIES

- Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Orders office supplies and general purchasing for the department using the corporate card or corporate accounts and consistent with purchasing policies as directed.
- Assists in updating the organizational chart as directed.
- Assists in updating the Human Resources and Safety Team Outlook calendar as directed.
- Maintains and distributes the team contact list.
- Assists the Human Resources and Safety Associates in preparing basic internal communications for Sync, email or pay stub attachments.
- Provides administrative support for the job evaluation/job description process as directed.
- Provides administrative support for training and development as directed.
- Assists with recruitment, including daily review of the applicant tracking system updating candidate data, the preparation of job postings, scheduling of interviews and facilitating testing of candidates as directed.
- Supports recruitment records management to maintain the interview questions database and job competition database as directed.
- Supports the administration of onboarding and orientation as required, including the administration of employee ID cards, parking decals, and filing.
- Provides administrative support for health and safety initiatives and communications as requested.
- Assists the Human Resources and Safety Associate in coordinating and organizing data for WorkSafeBC claims and other documentation requirements as directed.
- Maintains job and health and safety boards for the Administrative Building and distributes information for external boards as directed.

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## REQUIRED EDUCATION AND EXPERIENCE

- Certificate in Business Administration or related field.
- A minimum of one year of experience performing administrative duties which includes experience and intermediate knowledge and use of MS Office programs with a particular focus on managing calendars, meetings and scheduling in MS Outlook and Teams as well as proficiency in Word, and Excel.
- Experience providing administrative support in a human resources environment is preferred.
- A combination of training, education and experience may be considered.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong working knowledge of administrative practices, procedures, and systems including calendar and data management.
- Excellent written and verbal communication.
- Exceptional interpersonal and customer service skills.
- Strong time management and organization skills with the ability to manage multiple calendars and priorities.
- Ability to respond to changing priorities and perform work requiring close attention to detail.
- Working knowledge of or the ability to learn new programs such as SharePoint and Adobe Pro.
- General knowledge of human resources and safety policies, procedures and their applications, and the functions of human resources and safety would be considered an asset.