



ASSIST Community Services Centre

Employment Opportunity **(One year contract ending March 31, 2026 with the possibility of extension)**

Position Title: Admin Assistant
Hours of Work: 30 hours per week (Mon to Fri – 9 to 3:30 p.m.)
Two Locations: Downtown & Southwest
Salary: Based on Qualification & Experience (\$22 to \$24/hr)
Closing Date: April 24, 2025
Start Date: May 5, 2025

About ASSIST: Since 1977, ASSIST Community Services Centre has provided services and support to immigrants in Edmonton as they integrate into Canadian society. We are a community-based non-profit and charitable organization that strongly value a diverse and multilingual workforce. We are committed to removing barriers to employment and welcoming all applicants to a collaborative and open-minded workplace.

Position Summary: ASSIST Community Services is seeking an Administrative Assistant to support HR transactions and administrative duties related to staff employment contracts, orientation, compensation and benefits, and HR policies, processes, and practices in compliance with Alberta Employment Standards. This position reports to the Executive Director.

KEY REPOSNSIBILITIES:

HR Transactions & Employee Records

- Maintain and update employee personal files/records (hard copy and online), ensuring compliance with accreditation standards and organizational policies.
- Prepare and process employment contracts, amendments, and termination documents.
- Track employee information, including job titles, compensation, benefits, and renewals.
- Assist in maintaining HR databases, filing systems, and digital records.
- Ensure proper documentation and filing of HR-related correspondence such as, incident reports, WCB claims and records, employee performance appraisal, etc.

Employee Onboarding & Orientation

- Coordinate new employee onboarding, including setting up accounts, access, and documentation.
- Assist in scheduling orientation sessions, ensuring new hires receive HR policies and procedures.

Compensation & Benefits Administration

- Support the preparation of employee benefits documentation, including monthly Medical Group Plan invoices and Group Savings Plan reconciliations, ensuring all employee information is accurate.
- Monitor employee enrollment, eligibility, and updates related to benefit plans.
- Maintain and track employee timesheets and leave records; submit a monthly timesheet summary to the Accounting Manager.

Administrative Support

- Provide administrative support in areas such as maintenance of HR files, preparation of statistical reports, and other general administrative tasks as needed.



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- Assist in coordinating employee recognition programs.
- Respond to HR-related and benefits inquiries from staff.
- Support the Executive Director with HR-related projects as needed.
- Assist with payroll processing and tax calculations, including providing monthly updates/changes to the Accounting department on employee benefits related to vacation, medical, and savings plans.
- Assist in preparing audits and compliance documentation.
- Support the accounting team in claims, reimbursement, month-end and year-end closing tasks.

QUALIFICATIONS & Skills:

Education & Experience:

- Diploma or Bachelor's degree in Human Resources, Business Administration, or a related field.
- 1-3 years of experience in HR administration, office administration, or a similar role (includes relevant paid, unpaid, volunteer, and community work).
- Experience in a non-profit or multicultural work environment is an asset.

Technical & Administrative Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to efficiently manage digital record-keeping and filing systems.
- Familiarity with payroll processes is an asset.

Communication & Interpersonal Skills:

- Strong verbal and written communication skills.
- Strong teamwork, interpersonal and collaboration skills

Organizational & Professional Skills:

- Exceptional attention to detail and accuracy in handling HR documentation.
- Strong time management and organizational skills, with the ability to prioritize tasks effectively.
- A high level of confidentiality and discretion in handling sensitive employee information.
- Professional and ethical approach to HR practices.

Additional Requirements:

- Flexibility to accommodate evening and weekend meetings and events as needed.
- Valid driver's license.
- Police Information Check including vulnerable sector search are conditions of employment
- First Aid Certification is preferred.

How to Apply:

- Interested applicants are invited to submit their resume and cover letter to hr@assistcsc.org by April 24, 2025.
- Only candidates invited for an interview will be contacted. No phone call please.



ASSIST Community Services Centre

ASSIST offers flexibility, a supportive working environment, and health benefits. Join us in making a meaningful impact in the lives of newcomers in Edmonton!

Head Office (Downtown)

9649-105A Ave., Edmonton, AB, Canada, T5H 0M3
Phone: (780)429-3111 Fax: (780)424-7837

Southwest Office

Unit 2, 810 Saddleback Rd. Edmonton,
AB, Canada, T6J 4W4 (780)429-3119

LINC Office

820 Saddleback Rd., Edmonton,
AB, Canada, T6J 4W4 (780)429-3112