

#37297v3

EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS

POSITION TITLE: MANAGEMENT SECRETARY, HUMAN RESOURCES

REPORTS TO: Manager, Human Resources

SUPERVISES: N/A

JOB SUMMARY: To provide administrative support to the Manager and Supervisor, Human Resources; and to contribute to the efficient operation of the Board Office.

KEY ACCOUNTABILITIES:

1. To compile, maintain and file all department documents and reports, and to ensure historical records and archived materials are stored and retained according to policy.
2. To draft correspondence for the Manager and Supervisor, Human Resources.
3. To act as the initial administrative contact relating to pre-employment and employment matters, as well as volunteers.
4. To organize and facilitate workshops, meetings and employee events and celebrations.
5. To assist in the preparation and monitoring of the Department's budgets, and to prepare contracts, enter requisitions and ensure payment is processed.
6. To research, draft, create, update and maintain Collective Agreements, policies and operational procedures as required.
7. To ensure that all documentation related to hiring is completed and verified and to maintain similar information as it relates to volunteers.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP5-7**

8. To liaise with payroll to ensure accurate reporting of data; and to maintain personnel files and required databases.
9. To manage the job posting system, arrange interviews and prepare all related correspondence.
10. To prepare and distribute seniority reports.
11. To calculate accruals and distribute vacation entitlements.
12. To organize the calendar of the Manager and Supervisor, Human Resources, coordinate meetings and schedule appointments.
13. To act as a backup to the Senior Management Secretary, Human Resources.
14. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- College Diploma in Business Administration, Secretarial Science or related discipline
- Additional training in Human Resources
- 3-5 Years related experience
- An equivalent combination of education and experience may be acceptable to the Division.

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