

## EDUCATION & EXPERIENCE

- ▶ Grade 12 completion is required. Some employers prefer a university degree, a diploma of business, or a certificate from a related field of study.
- ▶ Experience working in human resource departments may be necessary.
- ▶ Computer skills, including a working knowledge of MS Office programs are an asset.

## TRAINING

There are a number of different HR courses and business administration programs available to people interested in careers in HR.

You can search [www.educationplanner.ca](http://www.educationplanner.ca) for a complete list of different programs offered across the province.

If you are interested in completing Grade 12 or upgrading your skills, you have a number of options. Check out adult basic education programs at:

- ▶ The College of New Caledonia.
- ▶ Coast Mountain College

If you have completed Grade 12 and are interested in exploring your career options in exploration and mining, contact:

- ▶ General education advisors or First Nations Access coordinators at Coast Mountain College
- ▶ School of Exploration & Mining advisors at Coast Mountain College
- ▶ Academic advisors at the College of New Caledonia

## CAREER ADVANCEMENT POTENTIAL

- ▶ Progression to supervisory positions is possible with experience. Progression to HR Management level positions is possible with additional training and experience.

# HR ASSISTANTS

Human Resource (HR) Assistants (or Personnel Clerks) assist personnel officers and human resources specialists and compile, maintain and process information related to staffing, recruitment, training, labour relations, performance evaluations and classifications. HR Assistants are employed in personnel departments throughout the private and public sectors.



Image source: MIHR Council and iStock

## JOB DESCRIPTION

HR Assistants perform some or all of the following duties:

- ▶ Process, verify and register documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications.
- ▶ Maintain and update manual and computerized filing and registration systems, and compile and prepare reports and documents relating to personnel activities.
- ▶ Respond to telephone and written enquiries from staff and the general public regarding personnel matters.
- ▶ Arrange for advertising or posting of job vacancies, assist in screening and rating of job applicants, and conduct reference checks.
- ▶ Arrange for in-house and external training activities.