



MOUNTAINS OF OPPORTUNITY

CRANBROOK

JOB POSTING

POSITION **Human Resources Clerk (Casual)**

POSTING # 24-29	POSTING TYPE Internal & External	POSITION TYPE Casual	HOURS OF WORK on an “as needed” basis
---------------------------	--	--------------------------------	---

DEPARTMENT Human Resources

HOURLY RATE \$35.7305 to \$37.5221 per hour, Pay Grade 5 – Schedule “A” Inside Employees

POSITION SUMMARY

Reporting to the Director of Human Resources, the Human Resources Clerk undertakes and is responsible for a variety of administrative and support responsibilities of Human Resources necessary to the day-to-day operation of the Human Resources Department.

ESSENTIAL QUALIFICATIONS

EDUCATION

- Grade 12 Diploma or G.E.D.
- Certificate in Human Resources, Office or Business Administration, or equivalent

EXPERIENCE

- One year of related experience

SPECIFIC SKILLS

- Quick and accurate computer data entry
- Experience with Microsoft Outlook, Word, and Excel
- Ability to maintain confidentiality
- Excellent public relations and interpersonal skills
- Knowledge of legal and legislative requirements, policies, procedures and protocols related to human resources
- Sound knowledge of office practices/procedures
- Good organizational and time management skills
- The ability to effectively respond to a wide variety of enquiries in a courteous, pleasant and helpful manner and provide assistance, information and referral when necessary.

SPECIAL REQUIREMENTS

- Ability to prepare and/or maintain accurate and presentable documents and records
- Thorough understanding of the operation of general office equipment
- High degree of initiative and sound judgement
- Ability to work with limited supervision
- Bondable

CLOSING DATE 5/2/2024, 4:30pm (MT)

Interested applicants are requested to submit a covering letter and resume to:

**Human Resources
City of Cranbrook
40 – 10th Avenue South, Cranbrook, BC V1C 2M8**

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15