#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Human Resources Advisor

**Job Number:** X-388 | VIP: 1627

**Band:** 3

**NOC:** 1221

**Department:** Human Resources

**Supervisor Title:** Manager Human Resources

**Last Reviewed:**  March 31, 2021

#### **Job Purpose:**

The Human Resources Advisor will perform a variety of administrative functions to help support the Manager, Human Resources in achieving effective operations in the Human Resources department, including supporting the implementation of efficient workflows and operation of the Human Resources Information System. The incumbent will provide answers to staff, faculty and students who have general questions about payroll and HR related matters, while ensuring compliance with Legislation, Policies and Collective Agreements.

#### **Key Activities:**

1. Responsible for the general HR and Jobs emails as well as the general phone line, ensuring timely answers and excellent customer service is provided.
2. Provides support to the Recruitment & Job Evaluation Advisor, including preparing correspondence and job postings, application sorting, coordinating interviews, administering testing, and preparing appointment letters/rejection letters.
3. Provides project support for phase 2 HRIS implementation, including creating procedure guides and standard templates to promote efficient operations in the department.
4. Responsible for collecting department task lists and workflow maps to help support the implementation of efficient workflows and operations as part of phase 2 implementation of the HRIS.
5. Responsible for setting up new hires and employee changes in the HRIS.
6. Responsible for troubleshooting employee access to the HRIS.
7. Responsible for providing administrative support and working closely with Manager, Human Resources on all committees/projects assigned.
8. Responsible for ensuring probation period reminders are completed, ensuring follow-up with those missing.
9. Responsible for new employee orientation and working with the Manager, Human Resources to create an effective onboarding on the new HRIS.
10. Responsible for ensuring all filing is completed and file maintenance is organized according to retention policy.
11. Responsible for maintaining and ordering office supplies and equipment.
12. Responsible for maintaining the department website, and updates when necessary.

#### Education Required:

* University Degree required

#### Experience/Qualifications Required:

* One to two years of administrative experience in a human resources department.
* Intermediate level computer skills required.
* Excellent customer service skills.
* High level of attention to detail and accuracy.
* Excellent communication skills; demonstrated tact, diplomacy and ability to maintain confidentiality.
* Ability to work under minimum supervision and as part of a team.
* Attention to detail as well as time management / organizational skills and provide excellent customer service to all internal and external clients