**Established Job Description**

**Title of Position:** Human Resources – Office Assistant

**Division/Department:** Human Resources

**Job Duties:**

The Human Resources department is seeking an individual to assist with various office tasks including:

* Developing visually appealing brochures
* Creating documents from meeting notes
* Creating content for social media channels
* Tracking recruiting metrics
* Conducting basic research
* Creating training videos
* Assisting with functional processes such as recruitment, benefits, payroll
* Filing, organizing and shredding documents
* Supporting office staff with clerical tasks

**Qualifications**

• Strong proficiency with Microsoft Office products (Word, Excel, Visio, PowerPoint)

• Proficient knowledge and experience with Facebook, Twitter, Google+, YouTube, LinkedIn, Instagram, Pinterest and other social media platforms

• Some proficiency in editing photos and videos

• Excellent oral communication, human relations and interpersonal skills

• Excellent writing and editing skills

• High level of organizational skills, with the ability to multi-task

**Additional Information ie special equipment or travel**