



Human Resources Assistant Volunteer Volunteer Reports to: Human Resources Manager

Purpose: The Human Resources Assistant Volunteer will be working alongside the BBI HR Manager to perform a variety of tasks that may include recruitment and retention, learning and development, employee relations, equality and diversity, quality, and health and safety. This position will assist with enable employees to contribute effectively and productively to the overall company direction and the accomplishment of BBI's goals and objectives.

Essential Duties and Responsibilities

- Assist the HR Manager in coordinating start-up arrangements and necessary documentation for new employees.
- Assists with new-employee orientations.
- Maintain up-to-date records (manual and computerized) relating to all areas of HR activity, including PTO, annual leave, individual staff files and records and training.
- Support the administration of training activities, including preparation of training such as scheduling and documentation, issuing certificates and updating training records as required.
- Ad hoc administration duties such as photocopying and filing for the HR Team.
- Assists employees and supervisors with basic interpretation of HR policies and procedures.
- Maintains confidential personnel files and personnel actions.
- Perform research projects.
- Prepares job postings.
- Responds to reference checks and verifications of employment status.
- Assists the manager with HR projects.
- Assists with benefits administration.

Requirements

- Knowledge of HR functions (benefits, recruitment, training & development etc.)
- Understanding of labor laws and disciplinary procedures
- Proficient in MS Office; knowledge of HRMS is a plus
- Outstanding organizational and time-management abilities
- Excellent communication and interpersonal skills
- Demonstrate careful attention to details and ability to maintain strict confidentiality
- Problem-solving and decision-making aptitude
- Strong ethics and reliability
- Excellent communication skills and can act with diplomacy and tact
- Preferably working toward a BSc/BA in business administration, social studies or relevant field; further training will be a plus
- HR Credentials (e.g. PHR from the HR Certification Institute)



Training & Supervision

- Attends general volunteer orientation
- A full induction
- Full training on all aspects of the role
- On-going support
- Opportunities to become involved in other Bee Busy, Inc. activities
- Training and supervision conducted by: Tamla Ricks or designated trainer

Evaluation

- All volunteers complete an evaluation regarding your volunteer experience with BBI.

Time Commitment

- The minimum commitment is an average of 5 hours per week including a weekly one-on-one meeting with supervisor.

Benefits

- Data handling skills
- Free training relevant to the role will be provided
- Use your skills and experience to contribute to the success of Bee Busy, Inc.
- Experience of working with health and social care organizations
- Knowledge and understanding of how health and social care services are planned delivered and commissioned
- References to add to your CV
- Be part of a team of volunteers and meet new people
- Increase your confidence and gain new skills including on-going development and training
- Understanding the functions of Bee Busy, Inc.
- The opportunity to give back to your community and help change a life!