



**Fairchild Radio**

**加拿大中文電台**

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## **Full Time Human Resources and Administrative Assistant (Fairchild Radio Vancouver)**

Fairchild Radio Vancouver is currently looking for a Human Resources & Administrative Assistant to become a part of our team located in the Vancouver office. This position is responsible for providing administrative support to the Human Resources department and performing various clerical and administrative tasks as needed. The ideal candidate should be organized, detail-oriented, and have excellent communication skills.

### **Duties and responsibilities:**

- Provide administrative support to the HR department
- Assist with the recruitment process by posting job ads, scheduling interviews, and conducting reference checks
- Assist with the planning and execution of company events and activities, including culture diversity and special projects
- Maintain employee files and ensure they are up to date
- Process new hire paperwork and assist with onboarding process
- Schedule and coordinate training sessions for employees
- Respond to employee inquiries regarding benefits, policies, and procedures
- Assist with payroll processing and ensure accuracy of employee data
- Perform general administrative tasks, such as answering phone calls, responding to emails, maintaining office supplies, filing, scanning, and data entry
- Provide support to other departments as needed

### **Skills and qualifications:**

- Diploma in Human Resources and or an equivalent combination of education and experience
- Excellent English written and verbal communication skills.
- Fluency in Cantonese is required. Fluency in Mandarin is an asset.
- Strong organizational and time management skills
- A team player who is flexible and exercises good decision making.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to maintain confidentiality and handle sensitive information with discretion

### **Benefits:**

- Annual leave, paid medical leave;
- Life insurance, extended health care, dental care, vision care, long term disability;
- AD & D, travel assist program, staff discount;

If you are a motivated self-starter with a passion for HR and administrative work, please submit your resume to [hr@fairchildradiogroup.com](mailto:hr@fairchildradiogroup.com). We thank all applicants for their interest, but only selected candidates will be contacted for an interview.



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This position is restricted to those legally entitled to work in Canada.

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Fairchild Radio is committed to Employment Equity and to providing a fair and equitable work environment. We encourage applications from qualified women, men, visible minorities, aboriginal people and persons with disabilities. If you need to be accommodated during any phase of the evaluation process, please contact our HR Dept. at [hr@fairchildradiogroup.com](mailto:hr@fairchildradiogroup.com). All information received about accommodations will be kept confidential.

Fairchild Radio also respects your right to privacy. We have a firm policy of not selling, lending or disclosing your personal information. When we collect personal data, you can be assured that we will handle and store it in a secure manner. Your personal information will be kept confidential and destroyed after use.