

Administrative Assistant  
Human Resources  
Closing date: July 9, 2010

**Posting #: 2010-099**

Reporting to the Vice President—Human Resources in the Toronto office, the Administrative Assistant will be responsible for providing support to the department in the implementation of effective Human Resource services and systems within the parameters of the overall Human Resources strategy.

**The incumbent will carry out a wide variety of activities related to departmental administration including:**

- Processing, verifying and updating documents relating to Human Resource activities;
- Tracking and logging all resumes received for job competitions in the Toronto office;
- Researching and compiling data, statistics and other related information;
- Managing the Vice President's calendar;
- Participating in the administration of the Human Resource Information System and ensuring the integrity of the information it contains;
- Coordinating all aspects of travel for the Human Resources team and guests;
- Adeptly responding to inquiries from staff and the general public regarding Human Resources activities and actioning customer needs.

**Requirements:**

- The successful candidate will possess a business diploma combined with five (5) years progressive experience within a fully integrated Human Resources department;
- Ability to be focused and self-motivated as well as be able to multi-task and function well in a fast paced work environment;
- Excellent organizational, verbal and written communication skills;
- Strong customer service skills;
- Advanced proficiency in MS Office is a must;
- Previous experience working with a complex HRIS, preferably SAP.

**Forward your resume in confidence to:**

Human Resources

Fax: **416-421-4972**

Email: **[hr.dbcc@ca.debeersgroup.com](mailto:hr.dbcc@ca.debeersgroup.com)**

*We thank all applicants for their interest, however, only those selected for an interview will be contacted. De Beers Canada is an equal opportunity employer. We are committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.*