



# HR Assistant

## WHO WE ARE

CFMWS. A job with purpose. Our 4000+ person strong organization champions a healthy, fun, creative and active lifestyle for Canadian Armed Forces members, Veterans and their families. Help us deliver a variety of recreation and fitness programs, offer family support, organize charity events and make sure our members access retail, travel and banking discounts and customized financial services. At Canadian Forces Morale and Welfare Services (CFMWS), we love what we do. And we live it too.

**SALARY:** 24.72 - 27.78 CAD Per Hour

**LOCATION:** Geilenkirchen, North Rhine-Westphalia

**POSITION TYPE:** Permanent Part Time  
Up to 22 Hours Per week

## THE ROLE

As a Human Resources Assistant, you will assist and provide clerical and administrative support for the provision of human resources functions at your location and act as the first point of contact for business and employee inquiries. You will assist with recruitment functions including posting job opportunities, scheduling interviews, completing reference checks and security screening, and providing information to hiring managers. You will administer the employee orientation program and ensure that all new hire documents are completed accurately. The Human Resources Assistant will develop and maintain effective means of organizing and accessing information, suggest the development of tools, programs and training to address recurrent issues and participate in the implementation of new programs, policies and procedure. This is a hands-on role, working as a team to best support the business with its human resources needs. If you are passionate about all aspects of human resources, understand the value of people, and are detailed oriented and organized, this is the opportunity for you.

## **QUALIFICATIONS NEEDED**

### **Education, Certifications and Licenses**

A demonstrated equivalent combination of education, training, and /or experience. This includes but is not limited to demonstrated military education, training or experience.

### **Experience**

In office administration  
In applying policies, procedures, and regulations  
In payroll administration  
In recruitment and selection

### **Competencies**

Client focus, organizational knowledge, communication, innovation, teamwork and leadership.

## **LANGUAGE REQUIREMENTS**

Bilingual (English and French) Essential  
Reading: Functional  
Writing: Functional  
Oral: Functional

## **BENEFITS AVAILABLE**

**Health Benefits:** Employee and Family Assistance Program, mental health support, Accidental death and dismemberment coverage.

**Work Life Balance:** Paid/unpaid leave, including family related leave and personal days.

**Learning and Development:** Payment of professional association memberships, online learning opportunities including a LinkedIn Learning subscription and second language training.

**Perks:** Discounts provided through CF One Member Appreciation.

## **OTHER INFORMATION**

This is an on-site position with an assigned work location on the SKK and NATO bases.

This Category I position is open to dependents (Canadian citizens/permanent residents) of serving Canadian military members or Civilian component members accompanying the Force under the NATO SOFA.

All candidates are required to present, along with their resume, proof of their eligibility to work for CFMWS in Europe: mandatory SOFA stamp and any other required documentation, e.g., visa, recognizing their legal status to live and work within the host nation in Europe.

Please note, Canadian dependents who are incoming candidates can apply for this position provided that a copy of a sponsor's posting message or equivalent is included with the application; however, a SOFA stamp will be required prior to any formal offer/commencement of employment.

Reliability Security Clearance Required.

**Application deadline: November 20th, 2024, 11:59 hours Central Berlin Time**

### **START DATE**

As soon as possible

### **INCLUSION AND ACCOMMODATION**

CFMWS is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of Canadian society. Workplace accommodation measures are available to all candidates identifying a need during the selection process.

**To apply, scan the QR code which will take you to the application page.**



**Or click on the following URL: [Apply](#)**

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