

**Position Title:** Staffing Assistant

**Location:** Kamloops, BC

**Position Reports to:** Regional Director/Area Managers

**Position Summary:**

TCS is seeking a permanent full-time Staffing Assistant to conduct onboarding and scheduling responsibilities within the Kamloops region.

TCS is a dedicated organization in the social services sector, committed to enhancing the quality of life of the individuals we serve. Our caring staff is our greatest asset in advancing our innovative and creative practices.

**Primary Responsibilities & Duties:**

- Coordinating job postings, resume collection, pre-screening applicants, arranging interviews and completing pre-hire documentation.
- Scheduling regular and on call staff for TCS programs in accordance with existing policies, procedures, collective agreements and regulations.

**Skills & Qualifications:**

- Minimum Grade 12 supplemented by education and/or experience working with recruitment and onboarding activities.
- Experience working in a unionized environment and working with scheduling or payroll systems would be an asset.
- Demonstrated proficiency with computer skills in Microsoft Office is required.
- Ability to build relationships through strong communication and organizational skills.
- Ability to work in a team environment with the ability to work with minimal supervision to meet multiple tasks and deadlines.

TCS offers a fun and flexible work environment that motivates our employees to come to work each day. This position works 37.5 hours per week and offers competitive wages, company-paid benefits and pension plan, a casual office environment, and the opportunity to make a difference.

Position is open until filled.

Please send resume and cover letter to: [jstevenson@tcsinfo.ca](mailto:jstevenson@tcsinfo.ca)