

Corporate Services Assistant

Belleville and Quinte West Community Health Centre (BQWCHC)

Permanent (0.8 FTE)

\$22.70- \$27.59 per hour, based on 28-hour work week

Job Summary:

The Corporate Services Assistant provides administrative and clerical support to the Corporate Services department, with a focus on Human Resources functions including recruitment, onboarding, employee records management, benefits administration, reporting, and compliance. This position requires strong attention to detail, discretion, and professionalism while maintaining confidentiality and ensuring compliance with BQWCHC policies.

Why work here:

- Monday-Friday
- Employer Paid Benefits
- HOOPP Pension
- Collaborative Team Culture
- Values Driven Decision Making
- Trauma-Informed Approach

Key Areas of Responsibility:

- Provide comprehensive administrative and clerical support to the Corporate Services department
- Respond to routine HR inquiries from employees and external stakeholders, directing more complex matters to Manager, Human Resources
- Assist with purchasing of day-to-day supplies at the Quinte West Location
- In conjunction with the Executive Assistant, assist with coordinating contractors at the Quinte West location
- Assist with the recruitment cycle by posting job openings on job boards, company websites, and internal platforms
- Review and organize candidates and coordinate interview scheduling with hiring managers
- Communicate professionally with candidates throughout the recruitment process, including interview confirmations, follow-ups, and status updates
- Coordinate orientation sessions and ensure new employees receive required materials, system access, and policy information.
- Maintain, update, and organize employee personnel files (electronic and/or paper) in accordance with record retention and privacy requirements
- Assist with benefits administration activities, including enrollment, changes, and employee inquiries, liaising with benefits providers as required
- Support with the reconciliation of employee timesheets
- Perform other duties as required.

Qualifications:

- Certificate or diploma in Human Resources, Business Administration, or a related field.
- Previous experience in an HR administrative, recruitment, or onboarding role is considered an asset
- Experience with HR software or HRIS systems is considered an asset
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines
- Excellent written and verbal communication skills, with a high level of attention to detail and professionalism.

To apply for this opportunity please forward your resume and cover letter electronically to hr@bqwchc.com.

Within the subject line of your email, please indicate the position title for which you are applying.

POSTED UNTIL: July 24, 2026, at 4:30pm.

BQWCHC encourages applications from diverse communities including person with disabilities, the 2SLGBTQ+, Indigenous, and racialized communities. If you have a disability and require accommodation to participate in the hiring process, please call 613-965-0698 x 157 or email hr@bqwchc.com. For more information, please visit our website at www.bqwchc.com. We sincerely thank all applicants however, only those selected for an interview will be contacted.