

HUMAN RESOURCES ASSISTANT

FULL-TIME, 24 MONTH CONTRACT POSITION BASED IN DRYDEN, ONTARIO

COMPETITION #ADM 18-06-E

Dedicated to improving lives, the Kenora District Services Board (KDSB) is the integrated service delivery agency providing help and support when you need it. With forward thinking and engaged employees, we deliver Ontario Works, Social Housing, Early Learning and Child Care, and Land Ambulance to current and future clients.

We are currently seeking to hire a **Human Resources (HR) Assistant (24 Month Contract)** located in **Dryden, Ontario** to join our Administration team. Our employees enjoy a healthy work environment, development opportunities, and an opportunity to make a difference in the lives of others.

Reporting to the Manager of Human Resources, the HR Assistant is responsible for providing a consistently high level of transactional HR support that will contribute to providing consistent HR services for the organization. This includes providing support in various areas of HR including, but not limited to, data entry, personnel file maintenance, preparing correspondence, and providing support in areas of recruitment and selection, health and safety, and employment legislation.

Key responsibilities include:

- Prepare job postings, arrange for distribution of job vacancies, assist in shortlisting applicants, schedule and participate in interviews, administer employment testing, conduct reference checks, and prepare offer letters and employment contracts.
- Plan, coordinate, and attend career fairs throughout the Kenora district and beyond.
- Assist with regular research to ensure the organization's compliance with applicable employment-related legislation.
- Creating and maintaining accurate, current, and complete HR filing systems and personnel records using standardized filing methods.

Successful candidates will have:

- Extensive working knowledge within the MS Office suite, specifically Word, Excel, Powerpoint, and Outlook
- Excellent organizational and time management skills to work under pressure in a busy office environment with multiple deadlines.
- Ability to work efficiently individually and as part of a team, with minimal supervision.
- Interpersonal skills to deal with people at various levels internal and external to the organization in a tactful, diplomatic, and professional manner.
- The ability to maintain strict confidentiality and handle personal and sensitive information.
- Thorough knowledge of employment-related law and legislation and the ability to interpret policies, procedures, and other related HR documents (i.e. Collective Agreements)

Qualifications will include:

- A diploma or degree in HR or Personnel Administration
- 1-2 years' experience in multiple areas of HR is an asset
- 1-2 years' clerical experience in an office environment is an asset
- The ability to use general office equipment

We offer a salary ranging from \$52,437.88 - \$64,310.61 per annum.

Interested candidates are invited to submit a cover letter and resume, by email, referencing the competition number in the subject line of the e-mail, on or before **Friday, July 13, 2018 at 12:00pm (noon) CST** to the:

Human Resources Department
Kenora District Services Board
Email: hr@kdsb.on.ca