

JOB POSTING #2024/010

POSITION:

Human Resources Assistant – Human Resources - Management/Non-Union

HOURS OF WORK:

Permanent – Full-Time – 24.50 Hours Per Week (0.70 FTE)

EFFECTIVE:

As Soon As Possible

LOCATION:

Main Office – North Bay

ADDITIONAL INFO:

Vacant Position

POSITION SUMMARY:

Reporting to the Manager, Human Resources, the Human Resources Assistant is responsible for providing support in the functional areas of occupational health and safety, professional development, employee and labour relations, compensation, and staffing in a way that is consistent with the mission, vision, values, objectives, policies, and standards of the Board of Health. The Human Resources Assistant administers systems to manage employee records, online learning modules, statistics/inventory, departmental budget, and quality assurance documents. The Human Resources Assistant also supports committees and working groups; maintains operational documents; creates/formats accessible compliant documents; maintains applicable intranet pages; coordinates internal events and orientation/training sessions; creates agendas and records minutes; administers surveys; and responds to sensitive and confidential matters. The incumbent will provide back-up coverage to other staff in Human Resources.

QUALIFICATIONS:

Education, Experience, Knowledge, Skills & Abilities:

- Two-year College diploma in Office or Business Administration or in a related discipline from a recognized post-secondary educational institution or a combination of education and work experience considered equivalent
- Five years recent relevant experience
- Experience working in a unionized environment
- Experience coordinating activities/projects/events and liaising with applicable service providers
- Experience in organizing meetings, including preparation of agendas, recording and distribution of minutes, correspondence, spreadsheets, forms, etc.
- Demonstrated knowledge of applicable legislation, best practices, and collective agreements
- Knowledge and skills related to creating and editing electronic documents and web content in compliance with best practice standards and in compliance with the (*Accessibility for Ontarians with Disabilities Act*) AODA
- Current knowledge of both hard-copy and electronic records management systems, including record retention requirements

- Advanced computer skills with demonstrated proficiency in the use of Microsoft Office 365 programs (Word, Excel, PowerPoint, Teams, Forms), SharePoint, Adobe Acrobat, and HRIS. **Please Note:** Formal proficiency tests will be done to evaluate proficiency levels in Microsoft Word, Excel, and PowerPoint
- Excellent verbal and written communication skills
- Possess accurate grammatical, spelling, and composition skills
- Excellent interpersonal and problem-solving skills and the ability to prioritize multiple functions
- Excellent organizational and time management skills with proven success in consistently meeting deadlines
- Excellent keyboarding skills
- Committed to providing exceptional client service
- Demonstrated commitment to continuous learning and quality improvement
- Ability to prepare reports, produce accurate work and maintain detailed and organized records
- Ability to recognize and show discretion in handling sensitive and confidential matters
- Ability to demonstrate initiative, flexibility, and work under pressure
- Ability to function independently and/or in a team environment
- Ability to work flexible hours to meet service needs and respond to work assignments on short notice

As a condition of employment, the successful candidate will be required to provide a Criminal Reference Check: recent, within four (4) months at their expense and will be required to comply with the Health Unit's immunization [policies](#). Please refer to the individual [policies](#) for specific requirements and processes. Applicants requiring accessibility accommodation for the interview are asked to make such requests only when contacted for an interview.

HOURLY RATE:

Minimum \$31.60 to Maximum \$37.18 (Pay Band 2)

CLOSING DATE:

Wednesday, March 13, 2024 at 4:00 p.m.

APPLICATION PROCESS:

If you wish to be considered for this position, please forward your resume, cover letter and proof of education required for this position to the attention of:

Wendy Moore, Human Resources Coordinator

Attention: Job Posting #2024/010

North Bay Parry Sound District Health Unit, 345 Oak Street West, North Bay, ON P1B 2T2 or

Email: human.resources@healthunit.ca

We thank all applicants for their interest, however only those applicants selected for an interview will be contacted.

Please Note: If you did not receive a confirmation email that your resume/application has been received, please contact Wendy Moore at wendy.moore@healthunit.ca for confirmation.

Once posting is closed, please refer to website for status of job posting.

The Health Unit is an Equal Opportunity Employer

*Your lifetime partner in healthy living.
Votre partenaire à vie pour vivre en santé.*

myhealthunit.ca

📍 345 Oak Street West,
North Bay, ON P1B 2T2

📞 1-800-563-2808
705-474-1400

📠 705-474-8252

📍 90 Bowes Street, Suite 201,
Parry Sound, ON P2A 2L7

📞 1-800-563-2808
705-746-5801

📠 705-746-2711