



JOB POSTING – SUMMER STUDENT

Human Resources Assistant

\$15.85 per hour – 30 hours per week – 8 weeks

KEY RESPONSIBILITIES:

1. Administrative duties related to Human Resources
2. Converting paper files to electronic files
3. Assist with clean up and organization of archived files
4. Assist with planning employee events
5. Other duties as assigned
6. Adhere to a strict policy of confidentiality
7. Work safely, identify any health and safety concerns and report to management; follow Mission Services workplace health and safety policies and procedures at all times.

QUALIFICATIONS:

1. Preferably enrolled in Human Resources Management or another related college or university program
2. Ability to work independently, handle multiple projects and collaborate effectively
3. Strong interpersonal communication skills and excellent verbal and written communication skills
4. Strong attention to detail and ability to take initiative and problem solve
5. Proficiency with Microsoft Office programs
6. Respect for the people we serve and an understanding of their needs
7. Committed to uphold the organization's mission, values and standards

This position is funded by the Canada Summer Jobs Program. As per the funding requirements, an eligible applicant is someone who:

1. is between 15 and 30 years of age (inclusive) at the start of employment;
2. was registered as a full-time student during the preceding academic year;
3. intends to return to school on a full-time basis during the next academic year;
4. is a student in a secondary, post-secondary, vocational or technical program;
5. is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* and;
6. is legally entitled to work according to the relevant provincial / territorial legislation and regulations

Mission Services is an equal opportunity employer

In accordance with the Accessibility for Ontarians with Disabilities Act, Mission Services is committed to accommodating individual needs of applicants with disabilities throughout the recruitment process. Please call Human Resources at 905-528-5100 Ext. 3115 or email at ecowan@mission-services.com, if you require an accommodation to ensure your equal participation during the recruitment and selection process.

Only those selected for an interview will be contacted, no phone calls please. Please submit a résumé with cover letter by May 25th, 2018 to:
Human Resources

**Mission Services of Hamilton, Inc.,
P.O. Box 368, Hamilton
ON L8L 7W2
Fax (905) 529-6156
or e-mail to ntilley@mission-services.com**