



JOB POSTING
Human Resources
Human Resources Assistant
Wage \$15.85 per hour
8 week contract position - 35 hours per week

KEY RESPONSIBILITIES:

- Administrative duties related to Human Resources
- Assist with maintaining accurate and comprehensive personnel files, tracking of training and other pertinent documents
- Assist with planning employee events
- Adhere to a strict policy of confidentiality
- 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
- Committed to uphold the organization's mission, values and standards
- Additional projects and duties as assigned

QUALIFICATIONS:

- Enrollment in or completion of Human Resources Management or related program in a post-secondary institution
- Ability to work independently, handle multiple projects and collaborate effectively
- Strong interpersonal communication skills and excellent verbal and written communication skills
- Strong attention to detail and ability to take initiative and problem solve
- Proficient in Microsoft Office (Outlook, Word, Excel and PowerPoint) and working knowledge of Human Resources Information Systems
- Knowledge of Employment related legislation, including but not limited to Employment Standards Act, Ontario Human Rights Code, and The Accessibility for Ontarians with Disabilities Act
- High degree of accuracy, attention to detail and record keeping skills
- Fun, energetic with a positive attitude and desire to learn

HOURS OF WORK:

- 35 hours per week

REQUIREMENTS:

- Police Vulnerable Sector Check

This position has been made possible through the funding provided by Canada Summer Jobs Program.

Eligible applicants must meet the following criteria:

- Is between 15-30 years of age at the start of employment
- Is a Canadian Citizen, permanent resident or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
*International students are not eligible.
- Is legally entitled to work according to relevant provincial legislation and regulations

To apply for this position, please send your cover letter and resume quoting the job title by May 23, 2019 to:

Director of Human Resources

Mission Services of Hamilton

P.O. Box 368, Hamilton, ON L8L 7W2 or email to HR@mission-services.com

Mission Services is an equal opportunity employer – If you require an accommodation during the recruitment and selection process, please let us know. We will work with you to meet your needs.

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