

**HUMAN RESOURCES ASSISTANT
1 FULL-TIME**

START DATE: APRIL 2, 2018

The Human Resources Assistant will be responsible for providing HR support as well as general administrative assistance.

KEY RESPONSIBILITIES:

1. Support Director Business Operations with all transactional HR functions.
2. Assist in the recruitment and selection processes.
3. Conduct on-boarding for all new staff
4. Stats collection
5. Member of the JOHSC
6. Respond to internal and external Human Resources related inquiries from staff and other parties as necessary.

Qualifications and Characteristics:

- Post-Secondary Degree or Diploma in Human Resources
- Experience with on boarding and the recruitment process
- Experience working with software such as an HRIS system or performance evaluation/employee training software etc
- Proven ability to work tight deadlines, managing stressful situations with confidence
- Demonstrated judgment, integrity and decision making abilities
- Demonstrated ability to manage confidential and sensitive information and conversations with tact and professionalism
- Ability to work flexible hours as needed
- Proficiency with Microsoft Office Suite, particular expertise in Excel
- Excellent proofreading skills
- Detail oriented
- Conflict management skills
- Good communication and listening skills, oral and written skills
- Knowledge of and experience with Health and Safety
- Ability to research data
- Works independently, friendly, outgoing, team player, positive attitude, adaptable, quick learner, and a relationship builder
- Ability to speak French an asset
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Closing date for Applicants is March 19 4:30 pm.

Interested applicants are to send a letter of application along with their resume, in one document to: careers@cmha-tb.on.ca

CMHA Thunder Bay is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including those with a lived experience, members of visible minorities, Aboriginal persons and persons with disabilities.