



Temporary Human Resources Clerk 12-18 Month Contract

The Corporation of the City of Elliot Lake is currently seeking applications for the position of Temporary Human Resources Clerk. Reporting to the Human Resources Manager, the HR Clerk provides confidential administrative services for the Municipality in the areas of benefit and pension administration, recruitment, compensation, training and health and safety.

The preferred applicant will have:

- Minimum one (1) year post secondary Diploma in a related discipline (e.g. Human Resources Management; Occupational Health & Safety) from an accredited Community College.
- Attained or in progress - Certified Human Resources Professional (CHRP) Designation through HRP and/or Group Benefits Associate (GBA) / Retirement Plans Associate (RPA) specialty designations through the CEBS program.
- Minimum two (2) years of related experience in the Human Resources field.
- Knowledge of applicable legislation and related regulations.
- Working knowledge and understanding of the Workplace Safety & Insurance Act, The Occupational Health and Safety Act and other related Provincial and Federal Safety Regulations; Employment Standards Act.
- Ability to communicate effectively both orally and in written form with employees and the general public.
- Demonstrated prioritization and organization skills to be able to meet strict deadlines.
- Excellent customer service and interpersonal skills
- Must be able to maintain a high degree of professionalism and confidentiality.
- Intermediate level or above proficiency in Microsoft Office – Excel, Word and Outlook.
- Working knowledge of Great Plains (HRIS module) would be an asset.

Please visit our website at www.elliottlake.ca for more information on the City of Elliot Lake.

Salary Range: \$54,850 - \$65,300

For more information or to submit your application please visit the Indeed website at:
<https://ca.indeed.com/job/temporary-human-resources-clerk-d15b4053f28733d5>

All applicants are thanked, but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of candidate selection. Consistent with the Accessibility for Ontarians with Disabilities Act (AODA) it is the policy of The Corporation of The City of Elliot Lake that qualified individuals with disabilities not be discriminated against because of their disabilities in regard to job application procedures, hiring, and other terms and conditions of employment, including recipients of ODSP & CPP-D. It is further the policy of The Corporation of The City of Elliot Lake to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process. The Corporation of City of Elliot Lake is prepared to modify or adjust the job application process or the job or work environment to make reasonable accommodations to the known physical or mental limitations of the applicant or employee to enable the applicant or employee to be considered for the position he or she desires, to perform the essential functions of the position in question, or to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities, unless the accommodation will impose an undue hardship. If reasonable accommodation is needed, please contact Human Resources at hr@city.elliottlake.on.ca.