



Invites applications for the

position of:

Human Resources Assistant

Elliot Lake is well known for its high quality of life, low cost of living and great work-life balance. The area's combination of outdoor opportunities, community organizations, sports, healthcare, low crime rate, natural wilderness and diverse economy help contribute to a great place to live and work!<https://www.elliottlake.ca/en/recreation-and-culture/recreation-and-culture.aspx>

View more information about the city's demographics, economy, quality of life and recreation with the [City of Elliot Lake Community Profile](#).

Main Function:

Reporting to the Human Resources Manager the HR assistant provides confidential administrative services for the Municipality in the areas of benefit and pension administration, recruitment, compensation, training and health and safety.

Specific Requirements:

- 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 HRPAA and/or Group Benefits Associate (GBA) / Retirement Plans Associate (RPA) specialty designations through the CEBS program.
- Minimum one (1) year of related Human Resource generalist experience in a unionized environment.
- Intermediate level or above proficiency in Microsoft Office – Excel, Word and Outlook.
- Working knowledge of Great Plains (HRIS module) would be an asset.
- Knowledge and understanding of applicable legislation and related regulations such as the Workplace Safety and Insurance Act, the Occupational Health and Safety Act and other related Provincial and Federal Safety Regulations, Employment Standards Act.
- Maintain a high degree of professionalism and confidentiality.
- Demonstrate excellent interpersonal and customer service skills dealing with staff and the public.
- Communicate effectively both orally and in written form with employees, Council, and the public.

Compensation:

The job rate for the position of HR Assistant is: \$54,859-\$65,308; commensurate with education and experience in the municipal field. In addition, the City of Elliot Lake offers a full employee benefits program.

For a detailed candidate profile and to submit resumes, email la@tdobbie.com by July 29th, 2023 Please indicate the position you seek in the subject line. To explore this exciting opportunity in strict confidence, call

Tim Dobbie consulting Ltd. 905-330-4090. We thank all applicants and advise that only those to be interviewed will be contacted directly.