



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Posting Number: 004764

Job Title: Temporary Full-Time HR Assistant (Up to 10 Months)

City: Oshawa

Province: Ontario

Employment Group: Exempt

Wage Rate: K-\$70,363 - \$82,780 per annum

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Posting End Date: 2024/04/15

Job Description

Reporting to the Manager, Talent and Organizational Development, the Human Resources (HR) Assistant is responsible for providing customer service to employees and supporting a variety of human resources activities, administrative responsibilities and overseeing records management for the branch. The Human Resources Assistant will provide general administrative support and customer service.

- Greeting visitors to the branch and responding to employee or external inquiries (in person, on the phone or via email) or directing to appropriate team member for assistance
- Prepare employment letters and correspondence

- Process mail, maintain branch attendance records and order office supplies
- Schedule meetings, support the branch budget and invoicing process
- Prepare health and safety committee minutes
- Research and respond to queries/surveys
- Maintain all branch files in accordance with the Corporate Records Management Program and City's Records Retention By-law
- Support the recruitment process including distribution of employment postings, associated records management and database entries
- Prepare advertising requisitions
- Schedule candidate interviews/testing, administer testing etc.
- Administer the yearly service awards/employee recognition program
- Be a part of the wellness committee and support special projects, events and employee engagement initiatives
- Support the WSIB administration process
- Performing other duties as assigned

Requirements:

- Knowledge and skills normally associated with completion of a three (3) year college diploma in Business – Human Resources plus a minimum of two (2) years relevant HR and recruitment administrative experience; or have an equivalent combination of education and relevant experience. Working towards the designation of Certified Human Resources Professional (CHRP) is an asset
- Experience in relevant software applications (e.g. Microsoft Office, PeopleSoft, Versatile, Applicant Tracking Systems, online candidate testing platforms)
- Excellent customer service, interpersonal and communication skills and a high degree of professionalism and discretion in dealing with confidential and sensitive situations
- Good organizational, administrative, reasoning, research and analytical skills
- Ability to meet deadlines and work independently and effectively despite frequent interruptions

Apply online at: <https://oshawa.jobs.net/en-CA/search>

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The

City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.