



*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 cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Responsibilities:** Regular Full-Time Human Resources (HR) Assistant

**Job ID:** J0626-0359

**Department:** Corporate & Finance

**Branch:** Human Resource Services

**Location:** City Hall

**Posting Start Date:** 2026/06/18

**Posting End Date:** 2026/06/28 by 4:30pm

**Employment Group:** EXM

**Salary Grade:** J – \$70,424 – \$82,852 per annum

**Standard Weekly Hours of Work:** 36.25

**Shift Work Required:** No

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## Job Description

Reporting to the Supervisor, Talent Acquisition, the Human Resources (HR) Assistant provides front-line customer service to employees and serves as the primary point of contact for external inquiries. The HR Assistant provides administrative support to the recruitment function and assists Human Resource Services with a variety of administrative and operational activities.

### Responsibilities:

- Support the recruitment process, including coordinating job postings and advertising across various platforms, serving as the primary contact for applicants, and providing timely communication and updates throughout the recruitment process
- Schedule candidate interviews and testing, liaise with appropriate recruiter to confirm logistics, and administer a variety of position specific assessments as required
- Assist with the various aspects of the full cycle recruitment and onboarding process for seasonal hires
- Provide front-line customer service (in-person, email, phone) for all general inquiries and correspondence
- Ensure the office environment remains organized, clean, and well-maintained, including monitoring inventory levels and ordering office supplies
- Support the branch budget and invoicing process
- Maintain branch records and coordinate branch scheduling
- Maintain branch files in accordance with the Corporate Records Management Program and City's Records Retention By-law
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

**Requirements:**

- Knowledge and skills normally associated with completion of a three (3) year college diploma in Business Administration – Human Resources plus a minimum of two (2) years relevant HR 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, Dayforce, 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
- Strong organizational and administrative skills, with the ability to conduct thorough research, apply sound reasoning, and analyze information effectively to support decision-making
- Ability to meet deadlines and work independently and effectively despite frequent interruptions

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

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

Apply Online: <https://www.oshawa.ca/city-hall/careers/>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

*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.*