



## **JOB POSTING #40-20HR HUMAN RESOURCES SUMMER STUDENT**

**Posting Date: March 12, 2020**

This position will provide a returning post-secondary student with a great developmental opportunity to learn first-hand how a municipal human resources department functions and serves the staff across the County.

Working in the Human Resources department, the successful candidate will:

- Assists with the coordination, implementation and administration of Human Resources policies/procedures for the County
- Establishes and maintains employee files ensuring confidentiality is maintained
- Assists with the coordination of the entire recruitment process
- Maintain the County's Human Resources Information System
- Codes invoices for payment, assists with maintaining departmental supplies and equipment inventory
- Assists with coordination of the County's recognition program
- Facilitates research for, and drafting of Human Resources reports to Council
- Performs reception duties for HR office, greeting visitors, answering phone calls, giving out information and referring inquiries to other staff where necessary
- General Human Resources duties and projects and assigned

**Qualifications:**

- Must be currently attending post-secondary educational institution and returning to full time studies in September 2020, and studying Human Resources Management or Labour Relations, or related.
- Experience with Microsoft software including Word, Excel, and PowerPoint
- Interpersonal, communication, time management and problem-solving skills
- Preference given to residents of Elgin County

**Remuneration:** \$16.00 per hour

**Effective:** May 11<sup>th</sup> through August 28<sup>th</sup>, 2020

**Hours of Work:** 35 hours per week, as required, Monday - Friday

To be considered, please submit your cover letter and resume with the position you are applying for in the subject line to [jobs@elgin.ca](mailto:jobs@elgin.ca)

**Application Deadline:** Friday, March 27 at 4:30 p.m.

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.