



**REGULAR FULL TIME
HUMAN RESOURCES CLERK**
Posting # CS2023-003
\$23.15-\$29.95 per hour

MANDATE:

To provide effective and confidential clerical, administrative and reception support to the Human Resources department, including the HR office at Lanark Lodge. Assist with special projects. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act and corporate/departmental policies and procedures.

QUALIFICATIONS:

Minimum 2-year College diploma in a related field. Minimum 1 year of experience in an office environment. Computer proficiency in office software such as Microsoft Word, Excel, PowerPoint. Excellent communication and organizational skills. Ability to exercise discretion when handling confidential and sensitive information. Must meet job demands, physical and cognitive.

This position is evaluated at Level 1 (\$23.15 - \$29.95) per hour of the 2023 NUG Salary Grid.

What we offer: Competitive compensation, alternate work arrangements, extended healthcare coverage, dental and vision care, disability insurance, life, dependent life insurance, Ontario Municipal Employers Retirement System (OMERS) pension plan, Employee Assistance Plan (EAP), wellness promotion account, training and development opportunities

Lanark County employee slogan is "*Working Together to Achieve Greatness.*" If you embrace this ideal, we look forward to receiving a detailed resume, **quoting posting number CS2023-003, no later than Friday, March 31st, 2023** addressed to: Lanark County, Human Resources, Administration Building, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; Email: csjobs@lanarkcounty.ca

When emailing your application, please ensure your cover letter, résumé and any other related documents are submitted in one file preferably MSWord (.doc or .docx) or Adobe (.pdf). Email subject line should include your "name" and job posting number "CS2023-003" (example: Jane/John Doe CS2023-003).

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.