



Lanark County is seeking high energy, dynamic, professional to fill the following opportunity in our Human Resources Department starting as soon as possible.

**TEMPORARY FULL TIME
HUMAN RESOURCES ASSISTANT
LANARK LODGE
(Posting No. LL2021-016)**

MANDATE:

To provide effective and confidential support to the Human Resources Supervisors and the Human Resources department. To provide proficient customer service to employee's, management, union representatives and the public. Maintains confidential employee records, both electronically and paper copies, including overall responsibility for the Human Resources Information System and SURGE. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act and corporate/departmental policies and procedures. Expected to participate in various committees.

QUALIFICATIONS:

Minimum Two-year college diploma in Office Administration or related field with a minimum of 2 years of related experience. Ability to identify and solve problems. Effective written, verbal, listening and communications skills. Computer proficiency in MS Office suite of applications and quick adaptation to new databases. Ability to apply relevant provincial and federal legislation with respect to employment and health & safety of workers, including OHSA, WSIA, etc. Demonstration of a high degree of initiative within a fast-paced team environment and ability to work a flexible work schedule when required. Ability to exercise discretion and judgment when handling confidential, sensitive, controversial information. Excellent organizational and customer service skills.

This position is evaluated at Level 3 (\$28.05 - \$36.21) per hour of the 2021 NUG Salary Grid.

The Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal and you meet the position qualifications outlined above, **we look forward to receiving a detailed résumé no later than Wednesday, July 28th, 2021 to Lanark County Administration Building, Human Resources, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #:613-267-2539; email: ljjobs@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 "LL2021-016" (example: Jane/John Doe LL2021-016).

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.