

LANARK COUNTY

**TEMPORARY FULL-TIME
HUMAN RESOURCES GENERALIST**
Posting # LL2024-056
\$60,988- \$78,660 annually

MANDATE:

Provide confidential human resources support in a multi-unionized environment at Lanark Lodge, working under the general direction of the Human Resources Manager. Experience and knowledge in recruitment process, disability claims management (occupational and non-occupational), relevant employment legislation, health and safety standards, long term care standards, collective agreement provisions, union and non-union labour relations. Support is provided to both management and employees. 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 3-year College Diploma in Human Resources, Business Administration, or related field. Certified Human Resources Leader (CHRP) designation would be an asset. Minimum 3 years of related experience in a multi union environment Demonstrated skills in identifying problems and developing/analyzing solutions and/or information using a broad range of criteria and guidelines. Requires excellent oral and written communication in a highly confidential or contentious nature. A high level of computer proficiency and program related technologies

This position is evaluated at Level 5 (\$33.51- \$43.22 per hour) of the 2024 NUG Salary Grid. **Starting ASAP to August 2025, with the possibility of extension.**

What we offer: Competitive compensation, Ontario Municipal Employers Retirement System (OMERS) pension plan, Employee Assistance Plan (EAP), 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 LL2024-056, no later than Thursday, April 11th, 2024**, addressed to: Lanark County, Human Resources, Administration Building, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; Email: jobs@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 “LL2024-056” (example: Jane/John Doe LL2024-056).

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.