



VACANCY

Applications are invited from qualified individuals to fill the following position:

**One Temporary Full-Time  
Human Resources Assistant  
NBRHC – NORTH BAY**

Reporting to the Director of Human Resources, the Human Resources Assistant will provide a wide range of confidential clerical and administration support services including but not limited to:

- Screening/directing telephone calls
- Maintaining filing systems
- Typing routine correspondence
- Preparing interview packages
- Conducting skills testing
- Participates as required in first round interviews
- Recording meeting minutes
- Scheduling appointments
- Receiving and processing applications (internal/external)
- Assisting with recruitment of new staff

The Human Resources Assistant will be the designated back-up for the other Assistants in the department as required.

The ideal candidate will be an organized, highly flexible individual who can perform with minimal supervision, has excellent verbal and written communication and interpersonal skills with an ability to deal with confidential and sensitive issues in a professional manner. The applicant must have excellent time management skills, the ability to be versatile and adjust quickly in a fast-paced environment to multiple work patterns.

**Qualifications include:**

- Successful completion of a College Diploma in a Human Resources Program, Business Administration or a relevant equivalent discipline required
- Minimum two (2) to three (3) years recent Human Resources experience, preferably in a unionized hospital setting required
- Advanced computer skills including full working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Meditech required
- Certified Human Resources Professional (CHRP) designation is an asset
- Good attendance and work record is required
- Demonstrated commitment to ensure your safety, the safety of fellow workers, patients, volunteers, and visitors
- Must be able to support and contribute to a culture of safety and prevention of adverse health events in our organization
- Bilingualism (Advanced level English/French) is an asset

**Criminal Reference Check including the Vulnerable Sector Check:  
recent within three (3) months is a requirement**

For an opportunity to be part of our exciting future, please submit your resume and covering letter quoting **File NU C-19-011** to:

Email: [careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca)

**Human Resources**  
50 College Drive  
P.O. Box 2500  
North Bay, ON P1B 5A4  
Fax: (705) 495-7977

*We are an equal opportunity employer. We thank all applicants for their interest.  
An acknowledgement will be sent only to those candidates who will be interviewed.*