

# Temporary Opportunity

(approximately 9 months)

**Position:** Human Resources Assistant - Employment  
**Job Posting:** 061-070-2025  
**Department:** Legal  
**Division:** Human Resources  
**Status:** Temporary Full Time

**Wage Range:** \$59,425 – \$70,761  
**Job Class:** 1  
**Shifts:** 35 hours/week  
**Posted:** June 11, 2025  
**Closes:** June 18, 2025, 4:30pm

## Primary Duties and Accountabilities include, but are not limited to:

- Assist with end to end Recruitment Process:
  - Receive applications for employment, respond as necessary, and file.
  - Prepare and distribute job postings and announcements.
  - Process application forms and schedule tests and interviews.
  - Respond to applicants and maintain appropriate records, statistics and files.
  - Participate in interview panels.
  - Assist with administering the New Employee Orientation Program.
  - File employee hiring documentation and maintain records for employee workforce.
- Attend job fairs and careers events.
- Under the oversight of the Recruitment & Training Coordinator, support and assist in the Summer Student recruitment process and entry level recruitment, inclusive of interviews and recommending successful candidates in accordance with City Policies and respective collective bargaining agreements
- Assist in the selection of the appropriate tests and procedures used in the recruitment process.
- Schedule, administer and score testing and maintain documentation
- Assist with the planning and scheduling of employee training and maintain documentation.
- Coordinate employee/student performance appraisal, e.g. reminders and documentation, within the required time frames.
- Compile and record employee statistics.
- Prepare and distribute Seniority Lists.
- Assist with preparation, updates and distribution of Organizational Plan/Chart.
- Assist with application process for applying to Federal and Provincial subsidy programs.
- Maintain employee workforce statistics and organization changes.
- Attend to reception counter activities, answer telephone and respond to internal and external inquiries; direct to appropriate staff as required.
- Maintain a thorough working knowledge of the City's Health & Safety Policy & Procedures
- Back up as required for Human Resources Administrative Assistant-Records and Benefits & Compensation Coordinator.
- Perform other related duties as required.

## Qualifications:

- College Diploma in a related field, e.g. Human Resources, Business Administration, etc.
- CHRP designation, is an asset.
- Three (3) years experience in a Human Resources environment.
- Computer literacy in Microsoft including experience in Excel, Word and Outlook.
- Knowledge and understanding of employment human resource legislation (e.g., Ontario Labour Relations Act, Occupational Health and Safety Act, Human Rights Code, Employment Standards Act), contractual obligations and sound recruitment practices.
- Knowledge and understanding of collective bargaining and union contract administration, is an asset.
- Communication and presentation skills, both oral and written.
- Maintain accurate detailed documentation and records.
- Maintain confidentiality and exercise discretion and judgment.
- Organize time to perform the duties of the position, in a fast paced, high volume, demanding setting and meet deadlines.
- Meet and interact with people in a pleasant, professional and reassuring manner.
- Work both independently and as a team member.

**To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:**

**Email** [human.resources@cityssm.on.ca](mailto:human.resources@cityssm.on.ca)  
**Subject line** 061-070-2025 Human Resources Assistant - Employment

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*