

Join our team!

Full Time – Human Resources Assistant

The successful candidate will be responsible for providing administrative support and collaboration to the Human Resources Department in the areas of recruitment, filing, scheduling, reporting, and administration.

In addition, the successful candidate will foster and support a team environment to ensure the attainment of our organizational objectives, will act as a role model for all staff and will promote the reputation of the facility in the community.

The Espanola Regional Hospital and Health Centre is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require an accommodation during this process.

Thank you for your interest. Only applicants who have been selected for an interview will be contacted. This position will remain open until filled.

Qualifications:

- Successful completion of a post-secondary diploma or degree in Human Resources Management, Business Administration, or related field
- As this is an entry-level role, experience in the field of Human Resources is not required but may be considered an asset
- Commitment to confidentiality
- Strong ethics and reliability
- Effective written and verbal communication skills
- Ability in computer-based applications, specifically Microsoft Office
- Possess effective organizational, prioritizing, and multi-tasking skills
- Bilingualism is considered an asset

Duties:

- Responsible for all stages of recruitment, onboarding and new hire training
- Provide administrative services for internal and external partners
- Maintain up-to-date and accurate personnel records/files; work towards continuous improvement by creating electronic versions
- Create and maintain various tracking sheets
- Generate simple HR reports and analytics
- Assist in coordinating events and HR related meetings
- Assist in setting up employees in various system modalities
- Coordinate temporary housing for medical students and physicians when required

Benefits:

This position offers a competitive compensation package including paid vacation and sick leave, health and dental benefits, life insurance and pension plan. Wage is \$26.548 - \$29.880 per hour based on experience.



espanola
regional hospital
and health centre

To apply, please email your resume outlining your relevant experience to:

recruitment@esphosp.on.ca