



The Credit Valley Conservation Authority (CVC) is a partnership of the municipalities within the Credit River Watershed. We are dedicated to conserving, restoring, developing and managing the natural resources of our watershed. Together we have a long and successful history of ensuring a clean supply of water for human and environmental needs. At this time, we are seeking to fill the position of:

HUMAN RESOURCES ASSISTANT
FULL TIME – PERMANENT POSITION

SUMMARY OF FUNCTIONS

Reporting to Human Resources Officer, this position provides administrative support in all areas of Human Resources including salary and benefits administration, recruitment, training and development, health and safety, performance management and employee relations.

QUALIFICATIONS:

- Post-secondary education Human Resources or related field
- 2 years related experience
- Certified CHRP designation in progress
- Excellent customer service and communication skills
- Strong organizational skills and attention to detail
- Solid computer skills (MS Office), including HRIS experience
- Proven ability to juggle multiple tasks
- Flexibility and willingness to adjust quickly to changing priorities
- Demonstrated ability to maintain confidentiality and to deal with issues in a sensitive, efficient and business-like manner

DUTIES AND RESPONSIBILITIES:

Perform general administrative duties in support of department in all aspects of Human Resources, including but not limited to:

- Accurate and timely HRIS data maintenance and reporting
- Administrative support in recruitment, from preparing job postings to conducting reference checks & creating offer letters
- Tracking and maintaining employee attendance records
- Tracking and maintaining training & development data
- Assisting in the coordination of company sponsored training
- Issuing & tracking staff uniforms and liaising with external vendor as required
- Assisting in the preparation and staff meetings and company events
- Maintaining injury statistics for organization
- Coordination of inquiries and responses for the CVC suggestion box
- Coordination of applications for employment funding programs
- Providing courteous and timely information in response to employee and public inquiries
- Maintaining human resources filing systems including electronic file management
- Performing other related duties as required

SALARY: \$42,474 – 48,267 (Based on 35 hours per week)

Forward resume by **May 4, 2008** to:

Credit Valley Conservation

Fax (905) 670-5613 or E-mail: hrcvc@creditvalleycons.com

www.creditvalleycons.com

Please quote "**Human Resources Assistant**" on resume/letter. Resumes/letters submitted electronically must be submitted in Word format.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone calls please. Credit Valley Conservation is an Equal Opportunity Employer.