

INTERNAL/EXTERNAL ADVERTISEMENT
COCHRANE TEMISKAMING RESOURCE CENTRE

Announces a Vacancy for:
FULL-TIME HUMAN RESOURCES CLERK – GENERALIST
12 MONTH CONTRACT – Starting in January 2021
(NON BARGAINING POSITION – TIMMINS)
COMPETITION #20-55

The Cochrane Temiskaming Resource Centre (CTRC) is seeking a Human Resources Clerk - Generalist to join its Team in Timmins. CTRC is a regional Developmental Services provider offering programs across the Districts of Temiskaming and Cochrane including coastal communities along James and Hudson Bay. The successful candidate will work as one of two HR Clerk Generalists under the direct supervision of the Human Resources Director.

Contract Employees “are those hired for a specific period of time to cover for employees on an approved leave of absence, vacation or pregnancy/parental leave and for projects of a non-recurring nature”.

Employees are offered a defined pension plan with the Healthcare of Ontario Pension Plan (HOOPP) and are eligible from hire date to join the plan.

The Human Resources Clerk – Generalist will be involved in supporting and assisting in all Human Resources activities; including payroll, staff recruitment, orientation, staff Health and Safety; including WSIB, benefits, pension, and employee support services. They will be part of supporting, recording, monitoring, and bringing forward issues related to occupational health, attendance, accommodation, staff appraisals, benefits, transfers, etc.

The Human Resources Clerk – Generalist will also provide staff scheduling support as directed, clerical assistance with labour negotiations, grievances and workplace investigations (recorder). They will assist in planning retirement events, staff recognition events etc..

The HR Clerk-Generalist will maintain the computerized Human Resources database and hard copies of key documents while maintaining employee privacy and keeping Human Resources information strictly confidential. They will perform other related duties as directed.

A Full Position Description will be shared with candidates invited to interview.

Qualifications: Applicants with a two year course from a College of Applied Arts and Technology in Business Administration - Human Resources Management or equivalent combination of education, training and experience. Minimum two years experience in a Human Resources Department within a unionized workplace. Willingness to pursue further professional development; excellent communication and analytical skills; excellent computer skills and knowledge of Microsoft Office Suites and willingness to learn programs used by the department. Excellent systems, documentation and organizational skills are required. The ability to maintain harmonious working relationships with various individuals and a professional attitude is critical. Confidentiality, tact, professional ethics and fair and good judgment are essential.

Hours of Work: 75 hours / 2 Weeks

Wage: \$25.44 to \$27.90

Plus: 4% vacation paid twice annual and 10% in lieu of benefits paid each pay period

Posting date: November 17, 2020 @ 4:15PM

Closing date: November 24, 2020 @ 4:15PM

INTERESTED, QUALIFIED PERSONS ARE INVITED TO SUBMIT AN APPLICATION TO:

COCHRANE TEMISKAMING RESOURCE CENTRE
c/o Human Resources, 600 Toke Street, Timmins, Ontario P4N 6W1
Fax: 705-264-4255 or or email: HR@ctrc.on.ca
View our Website at www.ctrc.on.ca

An Equal Opportunity Employer

This position has been advertised internally and externally.
We thank all applicants and wish to advise that only those selected
for an interview will be contacted.

Please advise us should you require accommodations during the interview.

