

**INTERNAL/EXTERNAL ADVERTISEMENT  
COCHRANE TEMISKAMING RESOURCE CENTRE  
ANNOUNCES A VACANCY FOR:  
FULL-TIME HUMAN RESOURCES GENERALIST  
(NON BARGAINING POSITION – TIMMINS)  
COMPETITION #25-01**

The Cochrane Temiskaming Resource Centre (CTRC) is seeking a Human Resources 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.

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

The HR 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.

Permanent Full-Time employees are offered a defined pension plan with the Healthcare of Ontario Pension Plan (HOOPP) and are enrolled from hire date. Extended Health Benefits (100% of drug costs) Life insurance, Dental (\$1,000/yr.), Vision (\$300/24 months), Para-Medical Coverage and Travel Insurance are provided. Flexible work schedules are offered

**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.

**Double vaccination against Covid-19 is mandatory.**

Hours of Work: 75 hours / 2 Weeks (37.5 hours weekly)

**Wage: \$27.29 to \$29.78**

**Posting date:** January 3, 2025 @ 4:15PM

**Closing date:** January 17, 2025 @ 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](http://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.*

