



**AMHERSTBURG HUMAN RESOURCES DEPARTMENT
HUMAN RESOURCES ASSISTANT
2009 SUMMER STUDENT PROGRAM
JOB PROFILE**

Nature of Work

The person in this position will assist in the development and administration of policies and procedures in the area of Human Resources.

Controls Over the Work

The HR Assistant performs a variety of duties under the direct supervision of the Manager of Human Resources.

Particulars of the Position

- The office hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday
- The student would be required to work 37.5 hours per week.
- A vehicle is required to be able to travel between facilities

Essential Duties and Responsibilities

- Assistance in preparing Human Resource policies and procedures
- Update employee orientation session and related manuals
- Update Health & Safety program, related forms and training manuals
- Update reports with regard to attendance, injury reporting and NEER costs
- Assist in recruitment processes and student subsidy applications and tracking

Qualifications

- Must be currently attending an educational facility and enrolled for fulltime education in the fall of 2009 at the secondary school or post secondary school level. Documentation of student status will be requested if a position is offered.
- Enrolled in a college or university program with a concentration in Human Resources or Industrial Relations
- Knowledge of Employment Standards, Occupational Health & Safety Act and Human Rights Code
- General knowledge of Human Resources procedures and processes
- Ability to write manuals and instructions clearly and concisely
- Experience in the recruitment and selection process is an asset
- Proficiency in Microsoft Word and Excel
- Ability to prepare presentations using Powerpoint
- Good verbal and written communication skills
- Ability to work without supervision

- Must be self-motivated and reliable