



TEMPORARY FULL-TIME HUMAN RESOURCES ASSISTANT

(Competition 19-36)

Position Overview

The City of Nanaimo is seeking a temporary full-time Human Resources Assistant. Reporting to the Human Resources Manager, the Human Resources Assistant provides administrative support and office reception for the HR Department in a number of areas, which may include: Recruitment, Training and Development, Labour Relations and Job Evaluation.

Qualifications

The successful applicant will have strong customer service skills, advanced computer skills and the proven ability to collaborate and multitask in a dynamic environment. Experience with a HRIS system (e.g. SAP) is an asset.

Preference will be given to applicants that have successfully completed a Diploma or Degree in Business Administration or Human Resources Management and a minimum of one year related experience. Applicants with a minimum 6 month post secondary administrative assistant training program (e.g. Applied Business Technology) combined with at least 3 years' related experience will also be considered. A satisfactory criminal record check is required.

Additional Information

This is an excluded position and a competitive salary is included. It is anticipated that this vacancy will be up to one year in duration.

To apply for this opportunity, please submit a resume and cover letter to employment.opportunities@nanaimo.ca referencing the specific competition 19-36 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at www.nanaimo.ca.

The City of Nanaimo is an inclusive employer and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. This position is restricted to those legally entitled to work in Canada.

Discover What's Possible

The City of Nanaimo is a rapidly growing community with a population of approximately 90,000. Nestled between the mountains and the ocean, on the east coast of Vancouver Island, we are centrally located, about 1½ hours from Victoria and 2 hours from Vancouver by ferry. With a university and well-developed parks, recreational, cultural and social amenities, Nanaimo is truly an extraordinary place to live.

Posting Date

Friday, April 12, 2019

Application Deadline

Monday, April 29, 2019
4:30 p.m.

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
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