



Northwestern Health Unit

REQUIRES

Position: **Human Resources Support:** 16 wk Student Contract

Terms: 35 hours per week from May 3, 2010 until on or about August 27, 2009.

Location: Kenora, ON

Position Summary: Provides general support for the Human Resources department, assist in implementation of HRIS system, assist in development of procedures and guidelines.

Qualifications: **Student must be a second or third year Human Resource student returning to a post-secondary institution full-time in the fall 2010 semester.**

Demonstrated self-direction and innovation in work and learning.

Good interpersonal, oral and written communication skills.

Demonstrated proficiency in data entry and records management.

Project oriented, ability to work independently and perform routine tasks without direction.

Focus on results, attention to detail.

Ability to meet assigned and urgent timelines.

Salary: \$10.25 to \$15.34 per hour

Other: Access to transportation required. Mileage allowance provided
Cleared criminal reference check and proof of required immunizations by successful applicant.

Submit Resume to: Human Resources Officer
Marilyn Herbacz
Northwestern Health Unit
21 Wolsley Street,
Kenora, ON P9N 3W7
(807) 468-4874 FAX
email: mherbacz@nwhu.on.ca

Deadline for Applications: **April 12, 2010 at 4:30p.m. CST**

We thank all applicants for their interest, however, only those selected for an interview will be contacted.