

Human Resources Assistant

Human Resources

Full-Time Contract, ending November 2025

35 Hours / Week (Monday-Friday)

Location: Town of Parry Sound

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our communities. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional service.

We are seeking a **Human Resources Assistant** with our Administration division. The Human Resources Assistant will provide administrative support to both the Human Resources team and the Communications Officer.

Qualifications Include (partial list):

- Secondary School Graduation Diploma.
- Minimum 2 years administrative experience.
- Excellent computer skills with demonstrated thorough knowledge of Adobe software and Microsoft Office Suite.
- Experience working with social media platforms (Facebook, LinkedIn, Twitter, Instagram).
- Exceptional ability to maintain a high degree of confidentiality and discretion.
- Professional and articulate with excellent written and verbal communication skills.
- Ability to work collaboratively and professionally in a team-based environment.
- Knowledge of Human Resources an asset.

Responsibilities Include (partial list):

- Provide administrative support to the Director of Human Resources and the Communications Officer.
- Perform administrative support activities for the Human Resources Department, including mail support, filing, scanning, and uploading to HRIS.
- Contribute and assist the Communications Officer in maintaining the Agency's social media platforms.
- Prepare and organize correspondence, perform data entry, and word processing functions, and create various documents and forms.
- Assist HR Coordinator with recruitment duties such as applicant tracking, setting up interviews, contacting applicants, and preparation of interview binders.



Responsibilities Continued (partial list):

- Responsible for assisting the Communications Officer in the monitoring, compiling, and sharing of daily media.
- Assist with posting and circulating internal and external job postings.
- Review draft internal and external projects and communication pieces for spelling, grammar, punctuation, consistency, and organizational voice.
- Assist the Communications Officer with Board meeting preparation.

(A full copy of the job description, including full qualifications and responsibilities, is available upon request from: jobs@psdssab.org)

Salary Rate: \$31.27/hourly, plus 4% vacation pay

OMERS Pension Plan Options

Paid Time off (including sick time)

Employee Assistance Program

Professional Development Opportunities

Please submit a cover letter & resume referencing job ID 24N-01 by April 7, 2024

Attn: Danielle Villeneuve, CHRP

Director of Human Resources

1 Beechwood Drive

Parry Sound, ON P2A 1J2

Fax: (705) 751-5370

Email: jobs@psdssab.org

We thank all applicants for their interest in this position, however only those receiving an interview will be contacted.

The DSSAB welcomes and encourages candidates from First Nations, Métis and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to providing accommodation for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.