

Human Resources Student/Intern 2019

Job Classification:	Student/Intern, Human Resources
Department:	Human Resources, Organizational Development
Employment Status:	Full-time, Temporary
Office Location:	Barrie
Reporting to:	Manager, Human Resources
Posting Date:	January 28, 2019
Posting Closing Date:	February 4, 2019
Apply to with resume/cover letter	nsm.careers@lhins.on.ca

POSITION SUMMARY

This position is responsible to provide administrative support to the Human Resources and Organizational Development teams by assisting in recruitment, new hire orientation, benefit administration and HRIS support. You will demonstrate a strong commitment to quality, customer service, applying excellent problem solving and communication skills to ensure the success of the department.

POSITION REQUIREMENTS

- Produces from rough notes or instructions, a variety of materials including presentations, reports, forms, minutes of meetings, invitations, and correspondence
- Assists in the development of presentations using a variety of applications and communication mediums, including PowerPoint, Excel, and databases.
- Processes and prioritizes in-coming mail, ensuring confidentiality is maintained, when dealing with employee or other information.
- Arranges meetings, conferences and training sessions, which may include booking and setting up facilities, equipment and services, and ordering refreshments.
- Acts as a liaison with other teams by relaying instructions and information and following commitments through to completion.

- Assists with recruitment process by setting up interviews, preparing interview packages, etc.
- Develops and draft letters, memos or reports on behalf of the Director, People and Organizational Excellence.
- Establishes and maintains paper and electronic files and records.
- Orders supplies for team and ensures supplies are available.
- Prepares for and attends and records minutes of meetings as requested by Director, People and Organizational Excellence including the preparation and distribution of agendas, minutes and other meeting materials.
- Receives phone calls from a variety of internal and external sources, handling routine matters on own initiative and referring others to appropriate business area. May use a decision template as well to handle items of intermediate complexity.
- Creates and maintains an efficient filing system in accordance with the needs of the department.
- Maintains a high level of confidentiality and professionalism at all times

Education

- Currently enrolled in Human Resources Diploma program or equivalent.

Competencies

- Proficient in the use of Microsoft office applications (Word, Excel, Power Point).
- Accurate keyboarding skills with a minimum 45 wpm; knowledge of complex document preparation including proof reading for accuracy.
- Effective oral and written communication skills with a sound knowledge of the English language, spelling, punctuation and grammar.
- Ability to organize daily workload in the presence of frequent interruptions, multiple demands and deadlines.
- Exceptional customer services skills.
- Demonstrated excellent communication, listening and telephone manner skills.
- Detailed oriented with excellent analytical, problem solving, decision making and organizational skills to meet deadlines and solve problems.
- Demonstrated team cooperation and collaboration.
- Demonstrated problem solving skills.
- Demonstrated experience providing support to multiple members of the team.
- Ability to work independently in delegated roles
- Proficiency in French is an asset.