



**INTERNAL / EXTERNAL  
JOB POSTING**

**Job Title:** Bilingual Human Resources (HR) Assistant – Corporate Services  
**Status:** Permanent Position – 5 days/week (Full-time)  
**Pay Scale** \$45,809 - \$55,193/ annually  
**Pension and Benefits:** Excellent benefits package including Healthcare of Ontario Pension Plan (HOOPP)  
**Start Date:** ASAP

We are seeking a self-motivated Human Resources Assistant to join our Human Resources team. The HR Assistant provides support to the Human Resources Coordinator in the delivery of human resources services and programs to employees and supervisors across the Centre to ensure a positive employee experience. This role is both administrative and hands-on in supporting the day-to-day functions of the HR program. The primary duties include

- supporting the end to end recruitment and onboarding process,
- assisting with organizing centre-wide training programs,
- maintaining HR information systems / HR files and preparing related reports
- responding to queries.

The incumbent will be involved in HR initiatives and special projects.

**Qualifications**

- College diploma in human resources management or equivalent.
- Three years of relevant HR experience including supporting recruitment, orientation, HR matrix reporting, and training and development
- Excellent written and oral communication skills in both English and French.
- Ability to work independently with high accuracy, efficiency, and attention to detail.
- Highly proficient with Microsoft Office suite- PowerPoint, Outlook, Excel (Documentation of training in Advanced-level Excel).
- Knowledge of and experience with various computerized HRIS.
- Experience using computerized HRIS to download and organize employee data and provide Excel spreadsheets and reports for further analysis by management.
- Excellent interpersonal skills
- Strong analytical, problem solving and conflict resolution skills.
- Highly organized and ability to work effectively while managing multiple priorities.
- Flexibility, good judgement and initiative.
- Methodical, self-directed, and a strong team player.



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[www.centretownchc.org](http://www.centretownchc.org)

### **Desirable**

- Experience working in not-for-profit, community-based health or social service agency.
- Experience working with students

### **Language designation**

English, written and spoken

French, written and spoken

### **How to “express an interest” for this opportunity:**

Submit your letter of interest along with your résumé on or before **December 9, 2022** by 11:59pm to [jobs@centretownchc.org](mailto:jobs@centretownchc.org).

Please note the following:

- The subject line of your email should read “**Bilingual Human Resources (HR) Assistant**”
- The file name for your resume should read:“(last name)\_(first name)\_ Resume
- The file name for your cover letter should read: “(last name)\_(first name)\_ Cover Letter

We thank all applicants for their interest. Only applicants invited to an interview will be contacted.

Candidates requiring accommodation during the application and/or the interview process should contact us at [jobs@centretownchc.org](mailto:jobs@centretownchc.org) so arrangements can be made. CCHC is an equal opportunity employer and values diversity in its workforce and as such we encourage applications from individuals who reflect the broad diversity of communities we work with.

Centretown CHC has a mandatory COVID-19 vaccination policy, as such applicants must be fully vaccinated against Covid-19 and provide proof of vaccinations to be considered for employment.

Reasonable accommodation will be considered for persons with medical exemption or other exemptions under the Ontario Human Rights Code.