



## **ADMINISTRATIVE ASSISTANT, HUMAN RESOURCES**

<b>DEPARTMENT:</b>	<b>HUMAN RESOURCES</b>
<b>REPORTS TO:</b>	<b>DIRECTOR, HUMAN RESOURCES</b>
<b>STATUS:</b>	<b>TEMPORARY FULL TIME</b>
<b>SHIFT:</b>	<b>DAYS</b>
<b>COMPENSATION:</b>	<b>COMMENSURATE WITH EXPERIENCE</b>
<b>UNION:</b>	<b>NON-UNION</b>
<b>AVAILABLE TO:</b>	<b>INTERNAL &amp; EXTERNAL CANDIDATES</b>
<b>DATE POSTED:</b>	<b>MAY 13, 2024</b>

### **POSITION DESCRIPTION:**

Reporting to the Director of Human Resources, and working closely with other members of the Human Resources team, the Administrative Assistant, Human Resources is responsible for providing administrative and project support to the hospital's Human Resources function.

### **QUALIFICATIONS:**

#### **EDUCATION / EXPERIENCE:**

- Minimum high school diploma.
- Post secondary education in progress in Human Resources, Business Administration or a related field.
- Prior Administrative experience – including volunteer experience – required. Preferably in a health care setting.

#### **SKILLS / ABILITIES:**

- Minimum 70-80 words per minute keyboarding skills.
- Good computer skills and knowledge of Microsoft Office suite of programs, Internet/E-mail programs, and website editing.
- Excellent interpersonal, written and verbal communication skills, and listening skills.
- Must be a self-starter, demonstrating self-confidence and initiative in dealing professionally, effectively and courteously with all levels of staff and the public.
- Excellent critical thinking and problem solving skills required
- Excellent organizational skills and ability to manage continually changing priorities
- An ability to work independently or in a group as a team member.
- Must be customer focused/driven.
- Demonstrated enthusiasm and initiative in previous work environment.
- Ability to promote a healthy work environment.

An ability to attend work on a consistent basis is also a requirement.

### **SUBMIT APPLICATION AND RESUME TO:**

**Human Resources  
Haliburton Highlands Health Services  
Box 115, Haliburton, ON K0M 1S0  
E-mail: [hr@hhhs.ca](mailto:hr@hhhs.ca)  
Fax: 705-457-4609**

### **PLEASE QUOTE JOB NUMBER:**

**2024-59**

### **DEADLINE:**

**May 22, 2024 @ 1600 Hours**

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.