



Town of Erin

***Job posting***

**HUMAN RESOURCE & ADMINISTRATIVE ASSISTANT**

The Town of Erin is currently accepting applications for the position of Human Resource & Administrative Assistant.

Under the direction of the CAO, the Human Resource & Administrative Assistant supports the CAO in the areas of recruitment and selection, health and safety and other HR functions. The incumbent will also provide general administrative support directly to the CAO to assist with the effective management of the Town.

**Position Requirements**

*Education*

- Successful completion of post-secondary training at the University or College level in a related field (ex. human resources, business administration)
- Formal Human Resource training is highly desirable.

*Experience*

- Minimum two years of related experience.
- Knowledge of Human Resources functions would be an asset.
- Strong organizational skills with the ability to maintain accurate records.
- Excellent computer skills, including experience with Microsoft Office and database software.
- Well-developed written and verbal communication skills, with the ability to communicate effectively and tactfully.
- Superior customer service reflecting a positive, outgoing and professional demeanor.
- Ability to maintain confidentiality.

The full job description can be found on the Town of Erin website: [Erin.ca](http://Erin.ca)

This position is being initially offered as a 12-month contract with possibility of renewal.

**Interested applicants may submit their resumes to: [CAO@Erin.ca](mailto:CAO@Erin.ca).**

Resumes will be accepted until 4:30pm, Friday, August 4<sup>th</sup>, 2017.

Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications.' Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.