



**RENFREW COUNTY AND DISTRICT HEALTH UNIT
EMPLOYMENT OPPORTUNITY**

Human Resources/Benefits Assistant

Competition #HR 23-12(Permanent, Full-time)

The Renfrew County and District Health Unit (RCDHU) has an opening for one (1) Permanent, Full-time Human Resources/Benefits Assistant within the Corporate Services Department.

General Duties: Reporting to the Director, Corporate Services, the Human Resources/Benefits Assistant provides Human Resources and benefits administration support.

Qualifications: Post-secondary education in, human resources, payroll/benefits administration, or business administration;

1-2 years related experience in an HR Administrative support role;

Strong interest/commitment in growing their career in the Human Resources/benefits area;

Enrolment in CHRP considered an asset;

Outgoing, people oriented;

Excellent verbal and written communication skills;

Proof that you have been fully vaccinated against COVID-19;

Acceptable criminal reference check required; and

Valid Ontario 'G' Driver's License and access to vehicle.

Annual Salary: \$50,069 to \$57,514, plus a comprehensive benefits package.

Posted Date: April 25, 2023.

Closing Date: Until all requirements are fulfilled.

Imagine living in an outdoor adventure playground, surrounded by wide open spaces, pristine waterways, parks and trails with all the big-city amenities just a short drive away.

Please send your cover letter and resume, stating Competition #HR 23-12
to:
Renfrew County and District Health Unit, Corporate Services
141 Lake Street
Pembroke, ON K8A 5L8
EMAIL: jobs@rcdhu.com
(in MS Word or PDF format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodation is available upon request. Applicants are asked to make their needs known in advance. **No telephone calls please.**
