



**RENFREW COUNTY AND DISTRICT HEALTH UNIT  
EMPLOYMENT OPPORTUNITY  
Human Resources Administrative Assistant**

**Competition #HRA 25-05(Permanent, Part-time)**

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The Renfrew County and District Health Unit (RCDHU) has an opening for one (1) permanent, part-time Human Resources Administrative Assistant (HRA) within the Corporate Services Department.

**General Duties:** Reporting to the Director, Corporate Services, the HRA assists the corporate services team, with a focus on Human Resources support duties. This position works with confidential information/data requiring discretion. Must be comfortable with data entry and report generation when required. Drafting correspondence and strong communication skills are essential for this position.

**Responsibilities:** Assists with tasks to support recruitment, onboarding, offboarding and orientation activities.

Supports general staff enquiries as required (e.g. employee benefits, compensation).

General support with HR information system, including data entry, tracking and reporting.

Support with contents and assignments from employee orientation training database.

Provides administrative assistance for Corporate Services team.

Provides backup for Executive Assistant.

**Qualifications:** Post-secondary education in human resources, business administration or payroll/benefits or a combination of related training and experience;

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

Intermediate software skills are required including Office 365 with strong competence using Word, Excel, Adobe. Experience with HRIS systems an asset;

Excellent verbal and written communication skills;

Demonstrated discretion and sound judgement;

Aptitude for data/information management in various software platforms with strong attention to detail and accuracy;

Ability to work independently and cooperatively as part of a team, working with deadlines;

Ability to adapt to new or changing assignments;

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

Acceptable criminal reference check required.

**Location:** Pembroke office(on-site)

**Term:** Permanent, Part-time

**Annual Salary:** \$26.17 to \$30.06(prorated vacation time and 8.5% pay In-Lieu of Benefits)

**Posted Date:** February 5, 2025

**Closing Date:** Posted 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 #HRA 25-05** to:

Renfrew County and District Health Unit, Corporate Services  
141 Lake Street, Suite 100  
Pembroke, ON K8A 5L8  
EMAIL: [jobs@rcdhu.com](mailto: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.**