

## JOB OPPORTUNITY

# Human Resources Associate

|                     |                      |                 |                                       |
|---------------------|----------------------|-----------------|---------------------------------------|
| Competition Number: | 2025.10.TFNL         | Program:        | Human Resources                       |
| Posting Date:       | March 13, 2025       | Closing Date:   | March 28, 2025                        |
| Location:           | New Liskeard         | Position Type:  | Full-Time, Temporary until March 2027 |
| Salary Range:       | \$68, 727 - \$83,994 | Expected Hours: | 35 hrs / Week                         |

### **POSITION SUMMARY:**

Northeastern Public Health is seeking a motivated and self-directed individual for the of Human Resources Associate. This position is responsible for assisting in all aspects of Human Resources, including but not limited to: recruitment; orientation and training; health and safety; workplace wellness and employee relations. A high degree of professionalism is required as the incumbent will be engaged in confidential matters relating to labour relations, workplace investigations and attendance management. A key responsibility will include maintaining the Human Resources Information System and employee records. For more information about Northeastern Public Health, please visit our website at [www.neph.ca](http://www.neph.ca).

### **QUALIFICATIONS:**

- Graduate of a recognized post-secondary program in Human Resources Management or related field
- Recent and relevant experience in a human resource setting would be an asset.
- Knowledge and understanding of relevant legislation including the ESA, LRA, OHSA, AODA.
- Self-directed individual who is flexible, adaptable, and able to operate in a fast-paced work environment.
- Ability to multi-task, problem-solve and prioritize tasks and responsibilities.
- Possess a high degree of confidentiality, integrity, and professionalism.
- Ability to work independently and as a member of a team and collaborate at all levels of the organization.
- Strong interpersonal and communication skills, both verbal and written.
- Ability to communicate in both English and French will be an asset.
- Excellent computer skills, including Microsoft Word, Excel, PowerPoint. MS Teams and SharePoint would be an asset.
- Experience with InfoHR or other HRIS is an asset.
- Access to a vehicle and possession of a valid driver's license.
- Willingness to work flexible hours.
- Satisfactory criminal background and vulnerable sector check.
- Proof of COVID-19 immunization or a valid medical exemption is required prior to starting.

**HOW TO APPLY:**

Only those candidates selected for interviews will be contacted. Please apply to:

Human Resources  
Northeastern Public Health  
[careers@neph.ca](mailto:careers@neph.ca)

Note: Please ensure competition number is clearly stated in the subject line.