

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

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## Human Resources Associate (6 Month Temporary Assignment)

The incumbent is responsible for supporting the centralized recruitment function by preparing job postings, administering selection tests, preparing interview packages, scheduling and conducting job interviews, performing employment reference/credential checks, and making offers of employment.

The successful candidate will participate in the development and enhancement of computerized Human Resources Information Systems to ensure appropriate employee information including employment/salary history is collected and transmitted to Payroll, as well as providing assistance with the implementation of a new Human Resources Information Database.

### Successful applicants will possess the following:

- Successful completion of a Diploma in Human Resources Management.
- One year related work experience in a recruitment function conducting job interviews and maintaining a computerized employee information system, preferably in a unionized environment.
- Strong working knowledge of computerized HRIS systems, intermediate to advance level skills in the use of Windows based computer applications including spreadsheet, and word processing, as well as strong keyboarding skills with a high level of clerical accuracy.
- Demonstrable working knowledge of applicable employment legislation and modern recruitment methods, practices and techniques.
- Strong organizational, interpersonal, communication (written and oral in English), and customer service skills.
- The ability to preserve the confidentiality of personal and other sensitive information is essential.
- High degree of technical and clerical accuracy.
- Proven ability to work under pressure, adapt to changing priorities and meet strict deadlines under own initiative and cope with regular interruptions.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.

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Qualified candidates may submit a detailed resume or online application form by **Monday, May 27, 2019** to:

Human Resources Associate  
Human Resources Department  
One The Esplanade  
Pickering, ON L1V 6K7

**By Email:** [hr@pickering.ca](mailto:hr@pickering.ca)  
**By Fax:** 905.420.4638  
**Online:** [pickering.ca/employment](http://pickering.ca/employment)

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We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will be used for the purpose of candidate selection. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available alternate formats upon request.

**An Equal Opportunity Employer**