

AVAILABLE POSITION – TEMPORARY FULL TIME
(NON-UNION 18 MONTH CONTRACT)
HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

Position Summary

Reporting to the Manager of Human Resources and Payroll the Human Resources Administrative Assistant will be responsible for a variety of administrative functions and priorities within the Human Resources Department. The incumbent will prepare and process employment information and enter, retrieve and revise data in the HRIS ensuring the accuracy and integrity of the information.

Essential duties and primary responsibilities include, but are not limited to:

- Act as the first point of contact for internal/external clients making general inquiries to Human Resources. Respond to inquiries and forward other issues to the appropriate individual or department
- Enter, retrieve and revise data in HRIS
- Maintain employee files
- Process incoming mail and other materials; prioritize correspondence for action
- Perform administrative functions relating to recruitment and attendance support program
- Prepare new employee documents and ensure that HR forms and documents are current and available
- Regular and timely filing and distributing of HR documents

Minimum Qualifications:

- Minimum 2-year college diploma in Human Resources
- 2-4 years' experience in a computerized human resources/office environment

Required Skills

- Familiar with HRIS as it relates to Human Resources functions ie. staffing changes.
- Ability to maintain and preserve strict confidentiality and apply sound judgment accordingly
- Excellent attention to detail and organizational skills
- Strong time management skills and ability to prioritize multiple tasks
- Excellent interpersonal skills including the ability to deal with all levels in a professional manner

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- Strong verbal and written communication skills
- Ability to work effectively in a team environment and independently

Salary Range

\$59,461 to \$72,914

Please email resumes to hr@lakeheadschoools.ca. Applications will be accepted until **4:00 p.m. on Tuesday, June 24, 2025**. Only those selected for an interview will be contacted.

Lakehead Public Schools is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

Confidential information provided by applicants will be used for the purposes of this competition only and will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Lakehead District School Board is committed to equity in employment. We provide reasonable accommodation at any point throughout the recruitment process. If you require accommodation, please contact Human Resources (accommodation@lakeheadschoools.ca) so that appropriate arrangements may be made.

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