



MILLS
COMMUNITY SUPPORT

Summer Human Resource Assistant
60 Hours Bi-Weekly - June 4 to August 24, 2018

Mills Community Support Corporation is a multi-service organization assisting over 1,000 people throughout Lanark County with specialized supportive housing services for seniors and adults with developmental disabilities, non-profit housing services, and home support services.

The Human Resource Assistant will provide support to the human resource functions of the organization. Including: recruitment, pre-screening and interview scheduling of employee candidates; review of orientation documents; updating of policies and procedure manuals; preparation of reports for key performance measures; researching training options for employee development; maintenance of employee personnel records and other projects as assigned.

Qualifications:

- Preferred areas of study include Human Resource Administration, Business Administration at college or university level
- Excellent computer skills in Microsoft Office including Word, Excel, Outlook and PowerPoint
- Excellent written and verbal communication skills

Eligibility:

This is a position funded by the **Canada Summer Jobs Program** and as such the employee must meet the following requirements:

- be between 15 and 30 years of age (inclusive) at the start of employment;
- a full-time student during the preceding academic year;
- returning to school on a full-time basis during the next academic year;
- student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Please submit your resume to info@themills.on.ca by May 18, 2018 4 pm

Only candidates selected for an interview will be contacted. Mills Community Support (MCS) is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by MCS throughout the recruitment, selection and/or assessment process to applicants with disabilities.