



Human Resources

Requires a:

Summer Student

(Monday to Friday - 35 Hours/Week – Ending September 1, 2023)

Location: Parry Sound

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our communities. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional services.

We are seeking a Human Resources Summer Student. The primary focus of this position is as follows:

RESPONSIBILITIES:

Under the supervisor of the Director of Human Resources, the student will assist the staff of the Human Resources department with the day-to-day activities of the program. Providing clerical support including filing, data entry and other HR related functions.

QUALIFICATIONS:

- College or University Student, preferably in a field relating to Human Resource Management or Business Administration.
- Skillful knowledge of computer operations, keyboarding and use of office equipment.
- Excellent organizational skills.
- Good verbal and written communication skills.
- Ability to work as part of a team.

Rate of Pay: \$15.50/hour + Vacation pay

Please submit cover letter & resume referencing Job ID #23S-01 by May 19, 2023.

Attn: Danielle Villeneuve, CHRP

Director of Human Resource

1 Beechwood Dr. Parry Sound, ON, P2A 1J2

Fax #: (705) 751-5370, Email: jobs@psdssab.org

We thank all applicants for their interest in this position, however only those receiving an interview will be contacted. Upon request by the applicant, accommodation will be provided in all parts of the hiring process.

The DSSAB is committed to providing accommodation for people with disabilities. If you require an accommodation, please advise the HR Department accordingly.

The DSSAB actively seeks candidates from First Nations, Métis and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. We encourage people from all backgrounds to apply to our position.