



The District of Nipissing Social Services Administration Board is hiring!

Human Resources Generalist – Payroll & Benefits Intern (12 months) BULLETIN NO. D2022-03

Do you aspire to have a fulfilling and challenging role working in the public sector with a locally respected organization? Are you a graduate of Human Resources, Payroll Administration or Business Administration program, with excellent organization, time management, communication skills, and the ability to work well in a team environment? At the District of Nipissing Social Services Administration Board (DNSSAB), we are looking for a Human Resources Generalist – Payroll & Benefits Intern to add to our exceptional Corporate Services team.

The HR Generalist position is a one-year internship physically located in North Bay. This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:

<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

This position is responsible for performing confidential administrative functions within the HR department. The position will work closely with the Human Resources and Corporate Services teams to ensure continuous delivery and improvements in all aspect of the organization's HR functions, including recruitment and selection, attendance management, health and safety, payroll and benefits administration, and confidential administrative duties. The HR Generalist will focus on performing the provision of payroll, and the transactional administration of the pension and benefit plan for DNSSAB in accordance with related legislation, policies, and procedures. The DNSSAB offers a wage of \$20.00 per hour, a team oriented work environment, and is committed to ongoing development.

Qualifications:

- Post-secondary diploma program in Human Resources Management, Payroll Administration, or Business Administration;
- Excellent interpersonal skills, including excellent oral and written communication skills;
- Excellent organizational and time management skills with demonstrated attention to detail to ensure successful completion of tasks while providing excellent service;
- Ability to manage daily workload, multi-task and set priorities to meet required deadlines while managing competing demands in a fast-paced environment;
- A self-starter, with ability to work with all levels of the organization;
- Ability to work both independently and co-operatively as member of a team;
- Working knowledge of MS SharePoint, and Office suite of programs is required;
- Ability to maintain and respect confidentiality;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Flexibility of hours and location of work may be required;
- A valid Ontario driver's license and a vehicle for use on the job.

Must be legally eligible to work in Canada.

Criminal Reference Check within three (3) months is a requirement.

Applications for the above position will be accepted up to **4:30PM, Thursday, April 14th, 2022. Please follow this link <https://bit.ly/3qISm6u> to apply now!** You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance.

We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.