FCMHS
Frontenac Community Mental Health Services

Human Resources Assistant
Full-time Contract for up to 6 months

Job Summary:

Under the general direction of the Director of Human Resources, the HR Assistant will support the activities of the department through maintaining hard copy employee files and related data in the integrated human resources / payroll software system, generating reports as required. In addition, the incumbent will provide clerical support for the Agency's continuous quality improvement initiatives and Accreditation activities. All services will be provided in accordance with the mission, vision and established policies and protocols of the Agency.

Qualifications:

- Two or three year community college diploma in Business Administration – Human Resources Management, Office Administration, or other related area of study
- Experience working in a computerized environment; preferably in a community based or health care setting
- Demonstrated ability to deal appropriately with confidential information utilizing diplomacy, tact and sound judgment
- Detail oriented with demonstrated editing and proof-reading skills
- Excellent organizational and prioritizing skills with the ability to multitask in a fast-paced environment and observe deadlines
- Ability to compile, prepare and maintain detailed records and reports accurately and efficiently
- High level of proficiency in the use of database, word processing, spreadsheet, presentation and communication computer applications; MS Office preferred
- Ability to work autonomously as well as collaboratively in a team environment
- Required to provide a satisfactory criminal reference check (CRC) prior to hire

Please submit cover letter and resume indicating how you became aware of this vacancy and quoting Competition Number 2010-12 to:

Mail: Human Resources – Frontenac Community Mental Health Services
552 Princess Street, Kingston ON K7L 1C7

Fax: (613) 544-5804 Email: hr@fcmhs.ca

Please note: Only those selected for an interview will be contacted