



Human Resources Intern

Job Posting #2022-63
(September – December, 2022)

The City of Niagara Falls is currently looking for a recent graduate or coop student for a four (4) month contract from approximately September to December 2022.

Responsibilities:

- Assist with recruitment which may include job postings/advertisements; sorting applications; scheduling testing, interviews and medicals; reference checks; preparing letters/e-mails to applicants, etc.
- Scanning, filing and organizing documents such as time reports, etc.
- Assist with administrative support to Human Resources staff.
- Assist with special projects which may include benefits, health and safety, statistics/benchmarking, etc.

Qualifications:

- Completed at least one (1) year of a College or University Human Resources program.
- Strong communication, interpersonal and organizational skills.
- Proficient computer skills in Microsoft Word and Excel.

Work Schedule and Rate of Pay:

- 8:30 am to 4:30 pm Monday to Friday
- \$18.99 per hour
- 35-hour work week

To apply, please submit your cover letter and resume for each position through the City's website www.niagarafalls.ca (Careers and Employment), by 4:30 p.m. on **Wednesday, August 17, 2022.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and the *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection and interview process. Personal information is collected under the authority of The *Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.