



# POSITION VACANCY

<b>Call Number:</b>	<b>2023-85</b>
<b>Position:</b>	<b>Human Resources Intern</b>
<b>Type of Vacancy:</b>	Intern – Non Union January 2024 to April 2024 (with possible extension)
<b>Work Schedule:</b>	Monday to Friday, 8:30am – 4:30pm (35 hours per week)
<b>Hourly Rate:</b>	\$19.00 per hour (under review)
<b>Posting Date:</b>	November 17, 2023
<b>Closing Date:</b>	<b>December 8, 2023 at 4:00 pm</b>

The City of Niagara Falls Human Resources department is looking for a student or recent graduate for a four-month internship.

## **Responsibilities:**

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

## **Position Requirements/Qualifications:**

- Enrolled in full-time post-secondary studies or a recent graduate from a recognized Human Resources program.
- Strong communication, interpersonal, organizational and time management skills.
- Proficient computer skills, especially in Microsoft Word and Excel.
- Minimum 18 years of age

## **To Apply:**

Submit a cover letter and resume at [www.niagarafalls.ca/jobs](http://www.niagarafalls.ca/jobs)

Applications must be submitted online and will be accepted until 4:00 pm on **Friday, December 8, 2023.**

*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 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 by email.*