

JOB DESCRIPTION



Job Title	Human Resources Assistant		
Reports To	Manager of Human Resources	Job Grade	6
Department	Organizational Performance, Strategy and Transformation	Hours per Week	35
Location	Town Hall	Effective	August 6, 2026
EBG Employee:	No	Status	Contract

Job Summary

The Human Resources Assistant, under the direction of the Manager of Human Resources, is responsible for providing confidential administrative support for human resources programs and services across the organization. The position assists with recruitment, onboarding, employee records, training coordination, health and safety administration, reporting and general Human Resources initiatives.

The Human Resources Assistant acts as a point of contact for employees, applicants and external service providers and performs all duties with professionalism, tact, accuracy and strict confidentiality.

Job Requirements

- Completion of a two-year college diploma in Human Resources Management, Business Administration, Office Administration or a related field.
- Minimum one (1) year of related administrative experience, preferably in a Human Resources, municipal or public-sector environment.
- Working knowledge of human resources practices, employment legislation and confidential records management.
- Proficiency in Microsoft Office.
- Strong communication, interpersonal, customer-service and organizational skills.
- Demonstrated accuracy, attention to detail and ability to manage competing priorities and deadlines.
- Ability to exercise tact, discretion, professionalism and strict confidentiality.
- Ability to work independently and collaboratively in a changing work environment.
- Progress toward a Certified Human Resources Professional designation is considered an asset.

Job Duties

- Provide confidential administrative support to the Manager of Human Resources and the Human Resources Division.
- Establish, maintain and update confidential electronic and paper employee files.

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- Ensure employee documents are complete, accurately filed and retained in accordance with corporate records-management requirements.
- Prepare employment letters, agreements, forms, correspondence, reports, spreadsheets and other Human Resources documentation.
- Respond to routine employee and applicant inquiries regarding Human Resources forms, policies, procedures and programs, referring complex matters to the appropriate staff member.
- Assist with the recruitment and selection process by preparing and posting job advertisements, coordinating candidate communications and interviews, maintaining applicant tracking records, preparing recruitment documentation, and supporting reference checks and pre-employment activities.
- Assist with the preparation of onboarding and orientation materials.
- Coordinate new-employee orientation activities and onboarding checklists.
- Monitor probationary review timelines, coordinate performance review reminders, and distribute employee probationary surveys.
- Provide employees with general information regarding benefit and pension forms and refer complex inquiries to the Human Resources and Payroll Coordinator.
- Coordinate employee training registrations, schedules, attendance records and supporting documentation.
- Maintain records of mandatory training, certifications and professional-development activities.
- Assist with the administration of tuition reimbursement and other employee-development programs.
- Provide administrative support for health and safety programs, including coordinating documentation, maintaining training and committee records, preparing meeting materials, and assisting with incident reporting and follow-up.
- Support employee wellness, engagement and recognition initiatives.
- Assist with the collection and preparation of Human Resources statistics, reports and organizational information.
- Maintain reports relating to recruitment, new hires, terminations, leaves, training and performance-evaluation completion.
- Assist with maintaining organizational charts, employee lists and other workforce information.
- Support the preparation, formatting and distribution of Human Resources policies and procedures.
- Assist with research relating to Human Resources programs, practices, service providers and continuous-improvement opportunities.
- Coordinate meetings, appointments and Human Resources activities as required.
- Maintain and promote working relationships of trust and respect with employees, managers, employee association representatives and external service providers.
- Maintain the highest standards of confidentiality, integrity and professionalism.
- Comply with and promote adherence to all Town policies, procedures, legislation and corporate guidelines.
- Organize work effectively, demonstrate initiative and support continuous improvement.
- Perform duties in accordance with applicable legislation and Human Resources best practices.
- Work safely and support compliance with the Occupational Health and Safety Act.

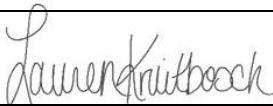
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- Foster positive working relationships through collaboration and participation in team initiatives.
- Support the implementation of Human Resources policies, procedures and programs.
- Perform other related duties as assigned by the Manager or their designate.

Competencies

- Attention to Detail – Maintains a high degree of accuracy and quality when completing work and managing confidential records.
- Customer Focus – Provides responsive, professional and courteous service to internal and external customers.
- Communication – Communicates clearly and effectively, both verbally and in writing.
- Integrity & Confidentiality – Exercises discretion and maintains the confidentiality of sensitive employee and organizational information.
- Organization & Time Management – Effectively plans, prioritizes and manages multiple tasks to meet deadlines.
- Collaboration – Builds positive working relationships and contributes to a cooperative team environment.
- Professionalism – Demonstrates accountability, sound judgment and a respectful, ethical approach in all interactions.

Reviewed By: Name and Title	Lauren Kruitbosch, Director of Organizational Performance, Strategy and Transformation		
Signature:		Date Reviewed:	August 6, 2026
Approved By: Name and Title	Nick Ruller, Chief Administrative Officer		
Signature:		Date Approved:	August 6, 2026
The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Further interpretation of this Job Description is the responsibility of the Council, the CAO and/or the Department Director and, when applicable, in consultation with the 'Employee Bargaining Group.' The Corporation of the Town of Niagara-on-the-Lake reserves the right to make, modify, revoke, suspend, terminate, or change any part of this Job Description, in whole or in part, at any time.			