

**King is Hiring
HR Summer Student
(Contract; May – August 2023)**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused on providing superior customer service, quality programs and services, progressive leadership, responsible management, and staff that is empowered to achieve personal and organizational excellence in the delivery of municipal services.

Reporting to the Manager of Human Resources, the HR Summer Student is responsible for the following:

- Provides general administrative support to the HR division.
- Providing relief to photocopying, scanning, filing, data entry, organizing and other general administrative tasks.
- Assists with research and data collection on various HR trends and topics, as assigned.
- Complies with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health & Safety Act.
- Performs other duties as assigned in accordance with the objectives of the Human Resources Division.

The successful applicant will possess:

- Previous administrative experience considered an asset.
- Working knowledge of standard office computer software, including Microsoft Word, Excel, Outlook, Publisher, and Adobe. Laserfiche experience would be an asset.
- Ability to handle multiple demands and determine priority of action.
- Team-oriented; positive attitude.
- Demonstrates the Core Values of: Customer Service Excellence, Teamwork and Engagement, Communication and Respect.
- Ability to handle sensitive situations with mature judgement.
- A thorough understanding of current employment legislation, i.e., *Employment Standards Act, Human Rights Code, Occupational Health and Safety Act*, HR practice and trends would be considered an asset.
- Experience in a Municipal Human Resources environment will be considered an asset.

Wage Rate: \$16.00 per hour

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy ADM-POL-163, COVID-19 Vaccination. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. To maintain ongoing fully vaccinated status, the successful candidate must also receive each dose/booster that may be required or recommended by Public Health. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on April 6, 2023**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.