



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/07

Human Resources Assistant

Job ID	18-968-05-098-5220	
Web Address	https://careers.indigenous.link/viewjob?jobname=18-968-05-098-5220	
Company	CSIS	
Location	Ottawa, Ontario	
Date Posted	From: 2019-10-03	To: 2050-01-01

Description

Closing Date 2020-07-22
Reference Number 18-968-05-098

Job Category Entry Level

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$54,340 - \$66,090

Status Indeterminate (permanent)

Language Requirement Bilingual Imperative (BBB/BBB) - Ottawa

Job Summary

The Human Resources Assistant is responsible for:

- Monitoring the progress of recruitment processes and maintaining contact with applicants via email and telephone, to schedule interviews, other assessments and share/obtain information.
- Administering psychological/written tests.
- Preparing and/or formatting documents such as letters of offer, transmittal slips, staffing transaction reports, assessment material, result letters and other correspondence.
- Entering and updating the Human Resources Management System and SharePoint.
- Preparing requisitions for various internal services.
- Maintaining hardcopy/electronic files.
- Contributing to a variety of projects, including reviewing and updating procedures and sharing best practices with team members.

Education

- Undergraduate degree and one (1) year of relevant experience; or
- College diploma and three (3) years of relevant experience

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense from an accredited learning institution recognized in Canada. A higher level of education related to the position could be recognized as experience.

Experience

Relevant experience is defined as experience in human resources or administration (for example, in administrative support functions where planning, organizing and coordinating activities/actions are required). Assets:

- Education: Specialization in human resources, labour or industrial relations, psychology, public or business administration, organizational development, education sciences, social sciences or other field related to the position.
- Experience in Human Resources.
- HR certification recognized by the Chartered Professionals in Human Resources Canada or the Human Resources Professionals Association (Ontario).

Competencies

- Professionalism
- Adaptability
- Teamwork
- Rigour
- Organizational Skills/Multi-tasking
- Communication

Conditions of Employment

Not Applicable

Notes

A written test will be administered for the screening of candidates. The test will be used to assess the following competencies: Rigour and Written Communication Skills.

Reference Links

Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Human Resources Assistant