

Contact North | Contact Nord helps educationally underserved Ontarians in 1300 small, rural, remote, Indigenous and Francophone communities get a degree, diploma, certificate or upgrade their skills via online learning without leaving their communities. We provide services in English and French. For more information, visit [www.contactnorth.ca](http://www.contactnorth.ca).

Contact North | Contact Nord is seeking a positive, energetic and organized individual to fill the following **full-time** position:

**Human Resources Officer**  
**Thunder Bay Operations Centre or Sudbury Operations Centre or Home Office Based in Ontario**  
**Competition #21-67-TBOC**

Reporting to the Director, Human Resources Services, and as a member of the Human Resources Services department, the successful candidate is expected to meet the following deliverables:

- Coordinate staff recruitment processes – job posting, intake, screening, interviews, reference checking, contract preparation and job offers
- Facilitate the orientation process of new hires
- Provide day-to-day support to employees and managers in order to develop and maintain a positive employer/employee relationship to reinforce long-term employee retention and engagement
- Ensure compliance with all applicable employment regulations and legislation

**Qualifications:**

- Post-secondary diploma or degree in Human Resources
- Related experience in the Human Resources field
- Bilingual with an equally high standard of verbal and written communication skills in both French and English is considered an asset
- Ability to meet short deadlines and prioritize tasks
- Energetic, self-starter able to work in a fast-paced, multi-tasked office environment
- Excellent organization and communication skills
- Advanced Microsoft Office Suite skills
- High level customer service skills
- Possess or in pursuit of Certified Human Resources Professional Designation (CHRP)

**Contact North | Contact Nord provides:**

- A dynamic and friendly work environment where employees have an opportunity to do meaningful work by helping Ontarians get the education and training they need for future opportunities
- An attractive compensation and benefits package:
  - \$25.75 per hour starting wage
  - Comprehensive full range of employee benefits package
  - Group RRSP with employer matching contribution of 6%
  - 15 days of accumulated paid vacation annually
  - 35-hour work week

**How to apply:**

- This posting is **open until filled**
- Submit to [resumes@contactnorth.ca](mailto:resumes@contactnorth.ca) with a cover letter and resume
- Include at least two employment references
- Quote Job Competition number **#21-67-TBOC** in the subject line of the e-mail

We are an **equal opportunity** employer. Upon request, accommodations due to a disability are available throughout the selection process.