



The CORPORATION OF THE CITY OF ST. THOMAS
has an opening for the following temporary position:

EMPLOYEE RELATIONS ASSISTANT

Posting #49-08-16

(Temporary - maternity leave – up to one year)

This non-union position, under the general direction of the Director of Human Resources, provides advice and guidance for labour relations and collective agreement issues, conducts research, carries out assignments, provides administrative support for negotiations and labour relations including grievances/arbitrations. Performs confidential administrative duties. Oversees corporate fundraising activities and actively participates in employee engagement and morale building activities. Maintains the confidentiality of information accessed in the course of duty.

EDUCATION, QUALIFICATIONS AND EXPERIENCE: Post Secondary school diploma in Human Resources with a minimum of three (3) years experience in the field of Human Resources and Labour/Employee Relations. Experience participating in interviews would be an asset. Must possess and demonstrate excellent interpersonal/communication skills. Experience in a computerized environment, including Microsoft Office is required. Must have experience working within a unionized environment and Labour Relations. Municipal Government experience would be an asset.

CONDITIONS OF EMPLOYMENT - May be required to work beyond the normal hours of work.

REMUNERATION RANGE: \$24.54 - \$30.65 per hour working a 35 hour work week

The above is illustrative and not all inclusive. A more inclusive list of duties can be found on the City's website at www.stthomas.ca, under Employment.

Interested applicants are invited to apply by emailing a cover letter as well as a detailed resume outlining skills, qualifications and experience, *quoting posting number 49-08-16, in confidence to: hr@stthomas.ca. **Failure to include the job posting number may invalidate your submission.**

Note: *Please email all documents in one attachment (i.e. word, pdf) and quote Job Posting No. 49-08-16 in the subject line.

Applications must be received no later than 4:00 p.m., Friday August 26, 2016.

Although we appreciate all applications received, only those selected for an interview will be contacted. Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.