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## Job Ad

**Ministry:** Ministry of Government Services  
**Division:** Regional Human Resources Service Delivery Centre  
**Position Title:** ASSISTANT HUMAN RESOURCES ADVISOR  
**Duration:** 1 Permanent  
**Location:** 435 James Street South, Thunder Bay, P7E 6S8, North Region  
**Compensation Group:** MCP  
**Salary:** \$57,143.00 - \$68,142.00 per annum  
**Position Status:** Restricted  
**Job Code:** APL14 - Personnel Administration AM-14  
**Schedule:** 6  
**Category:** Human Resources  
**Job ID:** 20643

HROntario is seeking an exceptional human resources assistant with a commitment to excellence in customer service for the Thunder Bay Regional HR Service Delivery Centre.

In this role, you will support HR Advisors in carrying out professional, horizontal, one-employer generalist HR services for client ministries within an assigned area of the Region. You will provide proactive HR services to client managers and employees on a variety of HR issues, assist in providing advice on the application and interpretation of collective agreements, legislation, policies and directives, and liaise with HROntario partners to support client HR activities. You will also prepare, update and maintain position specifications, provide position administration, assist in the management of Stage 1 and 2 grievances, as well as research and analyze HR information to support HR Advisors and clients.

**Qualifications:** proven communication and interpersonal skills, and demonstrated customer service orientation to provide proactive support and advice to clients and to prepare written materials such as position descriptions, correspondence, and reports; demonstrated knowledge of established theories, principles and practices of human resources management; ability to interpret and apply human resources policies, collective agreements, and human resources related legislation; established analytical and problem solving skills to identify, assess and respond to often sensitive and confidential human resources issues; organizational skills to deal with competing priorities; proficiency with computer software and operations, including word processing, spreadsheet, presentation, database, email and internet.

Please note: Online applications to restricted competitions are not accessible from your home computer; to apply to a restricted competition, please utilize an OPS computer terminal.

**Posting Date:** Wednesday, August 26, 2009  
**Closing Date:** Thursday, September 10, 2009

Applications must be received by the end of the closing date with the Job ID number quoted.

**Apply online  
or send application to:**

Applications are accepted online only. As an equal opportunity employer, the OPS will provide employment accommodation if required. Contact the Regional Recruitment Centre at  
1-866-333-8491, Ontario, CANADA  
Fax: Faxes are not being accepted at this time.

Only applicants selected for interview will be contacted.  
OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

**The Ontario Public Service is an equal opportunity employer.  
Accommodation will be provided in accordance with the Ontario Human Rights Code.**