



TEMPORARY FULL-TIME HR INTERN

(Competition 25-21)

Position Overview

The City of Nanaimo is seeking a temporary full-time HR Intern. Under the direction of the Manager, Human Resources, the intern will perform various tasks to assist the Human Resources Department in a number of areas, including Recruitment and Selection, Training and Development, and general administrative support. This position will also assist with various human resources projects.

The preferred individual will be familiar with current best practices in human resources. This position requires the ability to work under continual deadlines, prioritize and successfully complete a multitude of tasks, pay attention to detail, and deal tactfully with people.

The individual will be exposed to a variety of municipal HR office activities, processes and projects and be given the opportunity to develop their communication, software, analytical and professional skills and judgement.

Qualifications

Preference will be given to candidates who have successfully completed either:

- A Degree in Business Administration with a concentration in Human Resources Management from a recognized educational institution with a minimum of 6 months of related administrative experience; or
- A Diploma in Human Resources Management from a recognized educational institution with a minimum of 2 years of related administrative experience.

An equivalent combination of education and experience may be considered.

Additional Information

This is a temporary full-time exempt position offering 35 hours of work per week. The hourly wage is \$31.46, plus 10.77% in lieu of benefits. This term will be up to 4 – 6 months in duration.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 25-21.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

Posting Date

Thursday, January 30, 2025

Application Deadline

Open until filled

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
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