

HUMAN RESOURCES INTERN, CITY OF NANAIMO

January 2025

Under the direction of the Manager, Human Resources, the co-op student or 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.

TYPICAL TASKS, DUTIES, AND RESPONSIBILITIES

1. Provides support for recruitment and selection; processes applications and resumes, organizes and conducts testing, compiles and tracks test results, schedules interviews and assists with interviews as required.
2. Provides support for training and development; registers and confirms employees in courses; assists instructors with computer and room set-up, assists the HR Advisor (Training & Staffing) as required.
3. Provides a full range of confidential administrative assistant services to the department, including preparing, typing and distributing correspondence, filing, reports, and forms, and maintaining schedules of events and appointment calendars.
4. Assists with special projects to support the department in areas that may include: labour relations, recruitment, staffing, job evaluation, training, and benefits administration, etc.
5. Other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Human Resources policies, procedures, and their applications, and the functions of HR.

Strong customer service, organizational, and time management skills.

Good analytical and problem solving skills.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Ability to communicate effectively both orally and in writing.

Ability to understand and implement verbal and written instructions.

Positive and enthusiastic attitude with the willingness to adapt and learn.

Ability to work independently with minimal supervision or collaboratively in a team environment.

Proficiency with Microsoft Office is required (Word, Excel, PowerPoint).

MINIMUM TRAINING AND EXPERIENCE REQUIRED

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.