

Job Order Detail

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Human Resources Clerk

Job Order #: 5355382

Employer Name: Regina Public Library

Wage/Salary Info: \$20 per hour

Posted Date: 25-Apr-2014

Location: REGINA
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of Positions: 1

Employment Terms: Seasonal:F-T

Length of Employment: June 2 to August 15, 2014

Education: Completed at least some secondary school

Experience: 1-2 Years

Apply By: 12-May-2014

How to Apply?: Email: resumes@reginalibrary.ca Fax: 306-949-7273 Mail: Human Resources, P.O. Box 2311, Regina, SK S4P 3Z5

Application Information

Employer Name: Regina Public Library

Contact Fax: 306-949-7273

Contact Email: resumes@reginalibrary.ca

Employer Website: www.reginalibrary.ca/about/jobs.html



Student Job

Description

The Human Resources Clerk is an out-of-scope position that is the primary administrative clerical support for the Human Resources Unit. This position coordinates all aspects of the documentation produced in support of the accountabilities of the Human Resources.

JOB DESCRIPTION:

1. Provide a welcoming environment for current staff members and potential new employees.
2. Organize and perform the front-line work of the Human Resources Unit including reception, word processing, minute-taking, mail processing, etc.
3. Maintain manuals and the Human Resources documentation systems.
4. Maintain various manual and automated files in the Human Resources Unit.
5. Perform other related duties as assigned.

Preference will be given to applicants who are either self-declared Aboriginal students or individuals who are disabled. Applicants must be enrolled in post-secondary studies with a focus on Human Resources.

A job description and additional information about the position is available in the careers section of the RPL Web site at: <http://www.reginalibrary.ca/about/jobs.html>.

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