

Clerk 1 – Human Resources Assistant



Competition Number: 2025-090T

Location: 950 Kerry Street

Date Posted: May 7, 2025

Internal Closing Date: May 15, 2025

Position Type: Temporary

Status: Full Time

Hours per week: 36

Positions Available: ONE

Compensation: As per collective agreement Grid 10 (\$25.95 - \$29.76)

General: Position requires union membership/open to all persons

Schedule:

Tuesday 0830-1700 / Wednesday, Thursday, Friday, Saturday 1545-2315

QUALIFICATIONS:

Presented Prior to Employment

- Copy of T.B. Test Result
- Medical Assessment Form
- Criminal Record Search
- Oath of Confidentiality
- Employment Orientation
- Experience scheduling shifts
- Demonstrated ability to problem solve and attend to detail
- Computer experience in an office environment
- Ability to collect, research, organize and summarize data for a variety of reports
- Input, edit and retrieve data, prepare reports and graphs
- Maintain a high level of professional conduct and positive relations with management and peers, funding agencies, government officials, professionals and the community
- 6 months of office experience that includes various electronic systems & communication by computer or telephone
- Completion of grade 12 and college administrative courses, or equivalent competency

ASSETS:

- Excellent ability to prioritize tasks
- Ability to work well in a team environment with little or no supervision
- Able to develop and follow processes
- Familiarity with ComVida system
- Knowledge of relevant Collective Agreement articles (i.e. hours of work, overtime, holidays, leaves, benefits)

How to apply:

Go to <https://aimhi.ca/work-with-us/> look for **2025-090T** link then click on

“**APPLY NOW**” button. Or:

Inquire at: recruitment@aimhi.ca or phone our AiMHi Main Office 250-564-6408