



WEST HALDIMAND GENERAL HOSPITAL JOB POSTING

Job Posting Number	2025-11	Date	March 6 th , 2025
Department	Human Resources		
Position	Human Resources Assistant- Recruitment	Status	Part-Time, 30 hours a week.
Rate of Pay	\$28.30- \$32.24		
Shifts	Days		

OPPORTUNITY

Imagine a supportive employer, a career that allows you to follow your passion and calling, and the endless learning opportunities you will receive. To do what you're good at and be a part of something extraordinary.

At West Haldimand General, you can experience all of that and more. We are currently looking for a Human Resources Assistant- Recruitment, to join our Human Resources team and gain valuable experience for your future. This role supports Human Resources in accordance with our Mission, Vision and Values. In addition to working with a great team, WHGH is just a short 35-minute drive away from Simcoe, Brantford and Hamilton. To learn more about our Hospital visit www.whgh.ca. Come join our friendly and experienced team today!

DUTIES

1. Supports the recruitment and onboarding process at West Haldimand General Hospital.
2. Actively promotes Hospital vacancies on various job boards, and works in collaboration with Communications to promote vacancies on social media.
3. Schedules and participates in interviews, completes reference checks and prepares hiring documentation. Obtains necessary information for pension and benefit enrollment.
4. Tracks receipt of police checks and employee performance evaluations. Follows-up on documentation as required.
5. Maintains human resource records and files appropriately; prepare offers of employment, create personnel folders, create employee ID badges, complete requests for prior experience and process status changes
6. Creates job postings and maintains job posting records.
7. Prepares employment verification letters.
8. Registers for and attends job fairs and high-school presentations across the region.
9. Coordinates student placements and ensures that placement agreements are up to date and fully executed.
10. Conducts Hospital orientation once a month.
11. Takes minutes and distributes the agendas for the Hospital's two labour management committees.
12. Prepares the HR Scorecard on a quarterly basis.
13. Sends out employee surveys (i.e. new hire surveys, exit surveys)
14. Supports the attendance awareness program and completes quarterly sick time reports.
15. Completes research for the Human Resources Manager as requested.
16. Provide administrative support to the Human Resources department as required.
17. Communicates in a positive, respectful and courteous manner with staff, patients and members of the public.
18. Works safely at all times.

POSITION REQUIREMENTS

1. Graduate of a recognized Human Resources program and/or a post-secondary Diploma or Certificate from a recognized Office Administration program.
2. Previous experience working in a Human Resources department or in an administrative role.

3. Demonstrated ability to represent the organization in a positive manner.
4. Excellent verbal and written communication skills.
5. Excellent organization and interpersonal skills, strong team player,
6. Demonstrated ability to work accurately, with a strong attention to detail.
7. Knowledge and skill in developing collaborative working relationships. Demonstrated ability to maintain confidentiality.
8. Excellent people skills with a strong focus on customer service.

Internal Posting Deadline	March 13 th , 2025
----------------------------------	-------------------------------

External Posting Deadline	<i>This position will be posted until it is filled.</i>
---------------------------	---

Current resumes must be submitted to Human Resources at: hrrecruit@whgh.ca
Please include the position in the subject heading.

In order to ensure equal opportunities during the recruitment and selection process, West Haldimand General Hospital provides accommodations for applicants with disabilities upon request.

West Haldimand General Hospital thanks all applicants for their interest. Please note only those applicants selected for an interview will be contacted.