 Job Posting

**Payroll/HR Summer Student**

**Salary: $13.51/Hour**

**Human Resources Department**

The County of Grey is currently recruiting for a Summer Student to work in our Human Resources Department (May to August – approximately 16 weeks).

The County of Grey currently has a staff of over 850 employees that are represented by eight employee groups. Our responsibilities cover the areas of recruitment and selection, policy development, health and safety, training and development, payroll, benefit administration, labour relations and corporate reception services.

As a member of the Human Resources team, you will perform a wide variety of functions which include data entry, assisting with payroll processing, preparing Records of Employment, filing, as well as administrative services for the Health and Safety and Human Resources functions.

The successful candidate will demonstrate a high personal motivation and initiative, with an eagerness to learn. You must also possess a strong work ethic, proficiency in Microsoft Office, and the ability to maintain complete confidentiality in all matters concerning the Human Resources department.

The normal hours of work will be Monday to Friday, 8:30am to 4:30pm, and applicants are required to meet the following criteria:

* Currently enrolled in Human Resources or Business Finance Program at the College or University level
* Planning to return to full time school in the fall of this year
* Eligible to work in Canada, and
* Be between the ages of 15 – 30 years

Candidates for the above position are invited to submit resumes prior to **Friday, March 3, 2017** at **4:30 p.m.** to:

Sandra Shipley, Human Resources Manager

The County of Grey

595 9th Avenue East

Owen Sound ON N4K 3E3

Fax: (519) 376-4082

Email: Sandra.shipley@grey.ca

Web: [www.grey.ca/employment/](http://www.grey.ca/employment/)

**We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.**

*Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.*

*Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver’s Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.*

*The County of Grey is an equal opportunity employer.  Accommodations are available for all parts of the recruitment process.  Applicants need to make their needs known in advance.*