



# Georgian Bluffs

DEEPLY ROOTED. SUSTAINABLY GROWING.

## **Requires a Human Resources Assistant** *(Summer Contract Position)*

Georgian Bluffs is home to 11,000 residents, nestled between the Niagara Escarpment and the clear waters of Georgian Bay. The Township offers a second to none quality of life. With the amenities and facilities of a larger urban centre in nearby Owen Sound, yet the peace, quiet, and environment of a rural location, the Township offers both convenience and nature. We provide a flexible and supportive working environment amongst a small and dedicated team.

The Human Resources (HR) Assistant will be participating in key HR functions such as recruitment, labour relations, learning and development, and health, safety, and wellness. This position will assist in the development and revisions of Corporate HR policies and procedures, employee orientation and training and update employee information in the HRIS system.

The ideal candidate will have knowledge of HR gained from school, work, volunteer, or other activities. We are looking for someone who has excellent customer service and communication skills. The HR Assistant will be required to use discretion and sensitivity when working with confidential information. The successful applicant must be proficient in the use of Microsoft 365 applications and the ability to learn the use of additional software applications in-use by the Township.

This is a full-time (35 hours/week), contract position running May to August 2025. The successful candidate will be paid at a rate of \$22.59 per hour. The Township will facilitate a co-op opportunity for students in a related field of study.

If Georgian Bluffs is the place, you feel you can be asset, we strongly encourage you to apply. Interested candidates are encouraged to submit in confidence to the undersigned, a resume and cover letter. This position will remain open until filled. Job Posting #2025-09.

Human Resources  
Township of Georgian Bluffs  
Email: [hr@georgianbluffs.ca](mailto:hr@georgianbluffs.ca)

All applications and inquiries will be treated in strict confidence. The Township thanks all applicants, however, only those who are selected for an interview will be contacted. Personal information is collected under the *Municipal Freedom of Information and Protection of Privacy Act* only for job selection purposes. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.