



Brain Injury Services of Northern Ontario has been providing a variety of rehabilitation and support services for the past 26 years to individuals living with the effects of a brain injury. BISNO is currently seeking a:

**Human Resources Assistant
Permanent Full Time – 40 hours per week**

SUMMARY: Under the supervision and in collaboration with the Human Resources Manager, the Human Resources Assistant will be responsible to assist in the administration of the day-to-day operations in the area of human resources and Payroll in an unionized work environment. Knowledge and experience in the following areas: unionized work environment, human resources information systems (HRIS), recruitment, benefits, compensation, personnel and payroll administration.

QUALIFICATIONS: Diploma/Degree in Human Resources Management or equivalent. Excellent computer skills including HRIS Quadrant program, Word and Excel in Microsoft Windows environment. Payroll experience an asset. Attainment of the CHRP designation is a definite asset.

A detailed job description is available.

Interested applicants should forward a letter of intent and resume in confidence by Friday November 17, 2017 by 12:00 p.m. to:

**Leslie Vass, CHRL
BISNO
426 Balmoral Street, Thunder Bay, ON P7C 5G8
Email: leslie.vass@bisno.org
Fax: 807-623-1201**

We appreciate all applications, however, only those selected for an interview will be contacted.