



Requires a Human Resources Assistant

(Summer Contract Position)

Georgian Bluffs is a community of 11,000 residents, nestled between the Niagara Escarpment and the clear waters of Georgian Bay. The Township offers an exceptional quality of life – blending the amenities of nearby Owen Sound with the peace, natural beauty, and relaxed pace of a rural setting. We are proud to foster a flexible, supportive, and collaborative workplace within a small, dedicated team.

The Human Resources (HR) Assistant key responsibilities include:

- Support recruitment activities, including job postings, applicant tracking, and interview coordination.
- Assist with labour relations tasks and maintain related documentation.
- Contribute to learning and development initiatives, including scheduling training and preparing materials.
- Support health, safety, and wellness initiatives within the organization.
- Assist in developing and updating corporate HR policies and procedures.
- Support employee orientation and onboarding activities.
- Update and maintain accurate employee information in the HRIS system.
- Provide general HR administrative support as required.
- Handle confidential information with discretion and professionalism.

The ideal candidate will bring knowledge of human resources principles gained through education, work experience, volunteer activities, or related involvement. We are seeking someone with strong customer service and communication skills who can work with professionalism and tact. Proficiency with Microsoft 365 applications is required, along with the ability to learn additional software used by the Township.

This is a full-time (35 hours/week), contract position running April 20 to August 29, 2026. The successful candidate will be paid at a rate of \$25.68 per hour. The Township will facilitate a co-op opportunity for students in a related field of study. This job posting is for an existing vacancy.

If Georgian Bluffs feels like a place where you can make a meaningful contribution, we encourage you to apply. Interested candidates are asked to submit a resume and cover letter in confidence. Applications will be accepted until Wednesday, February 18, 2026, at 12:00 p.m.

Job Posting #2026-01.
Human Resources
Township of Georgian Bluffs
hr@georgianbluffs.ca

Accommodations are available for all stages of the recruitment process. Applicants are encouraged to identify any accommodation needs when submitting their application.

This recruitment process does not use artificial intelligence (AI) to screen, assess, or select applicants. All applications are reviewed and evaluated by the Township's hiring team.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Personal information collected through this recruitment process will be managed in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used solely for the purpose of determining eligibility for employment.

Based on the requirements of the position, pre-employment screening may be required and may include, but is not limited to: criminal record checks, financial credit inquiries, education and credential verification, driver's abstract reviews, drug and alcohol testing, pre-employment medical assessments, and employment reference checks.