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**EMPLOYMENT OPPORTUNITY**

**Human Resources Assistant- CO-OP/Internship or Contract**  
8 month contract with possibility of extension  
\$15.09 per hour

If you are looking for an opportunity to grow your HR experience then you will want to consider this role! This is a great opportunity to gain some hands on experience working with a progressive HR team as we launch key initiatives linked to our Corporate Strategic HR Plan.

The successful candidate will be:

- A recent graduate or completed the 2nd or 3rd year of a University Degree or Diploma in Human Resources or a related field.
- Working towards the CHRP Designation.
- Results focused, highly self-motivated and driven personally to learn and take initiative.

And will have:

- Demonstrated recruitment and selection experience with knowledge of the employee life cycle.
- Knowledge of generalist human resources practices.
- An investigative mind with good research and analytical skills.
- A high standard of written and oral communication skills.
- The ability to maintain a high level of confidentiality.
- The ability to set goals and achieve results, yet remain flexible and able to adjust to changing requirements.
- Intermediate level of computer skills in Microsoft Office Suite.

Full details and how to apply can be found on our website: [www.haltonhills.ca/jobs](http://www.haltonhills.ca/jobs). Qualified candidates may submit a detailed resume in confidence by 4:30 p.m., March 26, 2013. 25

1 Halton Hills Drive  
Halton Hills, ON L7G 5G2  
Tel: 905-873-2600  
Fax: 905-873-2347  
[www.haltonhills.ca](http://www.haltonhills.ca)

*New Shriners' executive*

The recent installation ceremonies of the Credit Valley Shrine Club in Georgetown was held recently. From left, are Potentate Terry Lamping, Ambassador Larry Aldebert, Second Vice-President Mark Stoiko, President Ed Evans, Directors, Tim Sommerville, Wayne Reid and Peter Marshall.

Photo by Eloise Aldebert



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