


Human Resources Assistant (Intern) – Job Description

	Status: Full-Time (temporary contract)	Supervisor: Human Resources Manager	Wages: TBD
	Department: Admin	Location: Thunder Bay	
	Revision Date: November 2025		Effective Date:
Employee name (printed):		Employee signature:	
Supervisor name (printed):		Supervisor signature:	

SUMMARY

Reporting to the Human Resources Manager, the Human Resources Assistant Intern will play a vital role in assisting the Human Resources department with the development and implementation of policies and procedures, recruitment and selection, orientation and onboarding, training and development, and other areas as directed. Administration and clerical duties will include keeping accurate and up to date personnel and human resources records, integration of data from SharePoint to UKG and other platforms, coordinating meetings and minute taking.

MAJOR DUTIES & RESPONSIBILITIES

- Provide administrative and clerical support for the human resources department.
- Maintain accurate and up to date electronic personnel and human resources files/records.
- Coordinate and assist with the recruitment process from posting vacancies to screening applicants, scheduling interviews, conducting reference checks, and processing new hires through UKG.
- Assist with the orientation and onboarding process.
- Prepare formal communication for employees and other departments.
- Respond to internal and external inquiries in a timely manner.
- Distribute human resources policies, procedures and memorandums to the appropriate individuals and departments within the organization.
- Draft memos, letters, forms, and reports, as requested for review by the Human Resources Manager.
- Assist with and conduct research for the development of policies and procedures to ensure compliance with applicable legislation.
- Assist with training and development for all departments and employees.
- Provide assistance with organizational research for strategic planning, succession planning and conducting needs analysis purposes.
- Organize, maintain, and integrate human resource records as needed.
- Photocopy and scan documents as required.

STANDARDS OF PERFORMANCE

- A. Provides timely and accurate response to assigned tasks.
- B. Effective verbal and written communication with internal and external parties.
- C. Professional standard of ethics and integrity.
- D. Demonstrates capacity to adapt and learn in a dynamic work environment.
- E. Manages time effectively and meets reporting deadlines.
- F. Reliable and dependable.

QUALIFICATIONS

1. Graduated within the last three years from an accredited University or College with a degree or diploma in Human Resources.
2. Must be working towards a professional designation in Human Resources.
3. Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
4. Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
5. Candidate must be 18 years of age or older.
6. Candidate must be legally eligible to work in Canada.
7. Ability to speak/write Cree, Oji-Cree or Ojibway is a very strong asset along with a demonstrated competence in written and oral English.
8. Knowledge of the culture and traditions of the First Nation communities Keewaytinook Okimakanak serves is an asset.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program.

