



The Regional District of Central Okanagan is one of the most desirable places to live in BC and is located in the heart of the scenic Okanagan Valley. The appeal of Okanagan Lake, the natural beauty of the surrounding hillsides and the fragrant orchards and vineyards continue to draw people to the valley. Our lifestyle is second to none especially for those who live to enjoy the outdoors.

Human Resources Assistant - Student

We have an opening for a student Human Resources Assistant. Reporting to the Manager of Human Resources this position provides assistance in the day to day operations of the Human Resources department by assisting with office administration duties, recruiting, employee relations, and working closely with staff in a unionized environment.

To be successful in this role, you must be currently enrolled in Human Resources post-secondary education. You will enjoy working with people, be highly organized and have excellent interpersonal and communication skills. Accuracy, attention to detail, proficiency in MS Office with the ability to work independently in a fast paced and fun environment is essential. This is an excellent opportunity to obtain office skills within an HR environment. A high level of confidentiality must be observed at all times.

This is a part-time position to commence immediately. This position offers a flexible schedule contingent on your school schedule from Monday to Friday with potential to move to full-time hours in the spring 2019 until the end of summer. We offer a wage of \$17.00 per hour.

Qualified persons are requested to submit their resume with availability quoting **Competition No. 1828** by **4:00 p.m. Monday, September 3, 2018**, to:

Manager of Human Resources
Regional District of Central Okanagan
1450 KLO Road, Kelowna, B.C. V1W 3Z4
e-mail: apply@cord.bc.ca Fax: 250-763-7497
www.regionaldistrict.com/jobs

We thank all candidates for their interest - only applicants selected for interviews will be contacted

