

HR ADVISOR

Human Resources Department



Queen's
UNIVERSITY

This is an exceptional opportunity to join our Client Services team in a collaborative environment, where sharing ideas, open communication, accountability and partnership are promoted in order to deliver comprehensive, responsive client solutions. With primary responsibility for providing first-level generalist support in all aspects of the employment relationship for employees within a client group, you will act as the main point of contact for employees and follow issues through to resolution, liaising with Specialists or HR Managers in more complex situations. A confident, customer-focused professional, capable of building credible work relationships, you combine a post-secondary education, including courses in the Human Resources area, with proven experience in the field. You are familiar with employment legislation and its application, and with Human Resources Information Systems. A CHRP designation is an asset. For additional details on this one-year term appointment with a hiring salary of \$42,620, please visit our Human Resources website at www.hr.queensu.ca.

Candidates should send a letter of application and a resume by Monday, January 30, 2012, quoting competition #2011-282, to working@queensu.ca. The University thanks all who express an interest in this position and advises that only those selected for interviews will be contacted.

www.hr.queensu.ca

The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.