

# Human Resources Advisor



Risk Management Group  
Indeterminate Full-Time position

## About Us

SNOLAB is an international facility for world-class underground physics research and has an expanding programme in astroparticle physics and underground science. Located in an air-conditioned clean room 2 km underground in the Vale Creighton Mine near Sudbury Ontario, with a suite of surface facilities and laboratories, SNOLAB is currently preparing for the next generation of experiments.

## The Position

Under the direction of the Human Resources Officer, the Human Resources Advisor assists with the administration of the day-to-day operations of the human resources functions and duties. The position will be focused primarily on the recruitment activities of the organization, including: advertising job openings, managing the flow of applications through the recruitment email address, scheduling interviews and assisting in the evaluation of candidates by participating on interview panels. In addition, the position will also be involved in the activities in some or all of the following functional areas: HRIS, employee relations, training and development, benefits, compensation and organization development.

## Criteria

### Education:

Bachelor's degree in business administration, HR management, or related field

### Experience:

Relevant experience working in the Human Resources field.

Significant experience using MS Office tools.

Experience working with HRIS systems would be an asset.

Experience in all phases of the recruitment life cycle would be an asset.

Experience working in a unionized environment would be an asset.

## Salary Range

Salary will be determined by qualifications and experience and includes an attractive benefits package. Relocation assistance will be determined in accordance with SNOLAB policies. To meet operational needs, shift work may be required.

## To Apply

All applications must be submitted to [jobs@snolab.ca](mailto:jobs@snolab.ca). **Please do not fax or mail your applications.** By applying to the e-mail address, your application becomes available to managers immediately. Applications must be received no later than the closing date. Interested candidates should include a cover letter and resume.

## Closing Date

**March 17, 2017**

Applications will be accepted until 23:59 Eastern Time. SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, aboriginal peoples, members of visible minorities and persons with disabilities.

In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

Further information about SNOLAB may be found at [www.snolab.ca](http://www.snolab.ca)

**Posting Date: February 28, 2017**