

## **HR & Safety Administrative Assistant**

Temporary Management Position (\$22.75 – \$28.44/hr.)

SYNERGY NORTH CORPORATION distributes electricity to approximately 50,000 residential customers and 6,000 commercial customers located in Thunder Bay and Kenora, Ontario. It is our mission to provide outstanding energy services in a safe, reliable, and trusted manner to our communities in order to power people's lives. To do this, we are seeking a Temporary Administrative Assistant to support our Human Resources and Safety functions.

This is an excellent temporary opportunity for a dependable, detail focused individual to support the day-to-day operations of the Human Resources and Safety team. The ideal candidate is highly organized, maintains confidentiality, and is confident using Microsoft Office in a Windows based office environment.

### **What You Will Do**

- Provide administrative support to the Human Resources and Safety team.
- Ensure accurate and up to date training records, with documentation that is complete, organized, and properly tracked.
- Maintain accurate and confidential HR and safety records, including file maintenance, data entry, and updates to spreadsheets, trackers, and internal systems.
- Support recruitment and onboarding administration, including scheduling interviews and preparing documentation.
- Coordinate meetings, training, and appointments, including preparing agendas, minutes and materials.
- Track deadlines, follow up items, and required documentation for Human Resources and safety processes.
- Perform other related administrative duties and special projects as assigned.

### **What You Bring**

- A strong commitment to accuracy and exceptional attention to detail.
- Excellent organization and time management skills.
- The ability to handle confidential information with professionalism, discretion, and sound judgement.
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint.
- Comfort working in a Windows based office environment, including file management and shared drives.
- Strong written communication, proofreading, and document preparation skills.
- The ability to manage multiple priorities, meet deadlines, and maintain a high standard of work in a busy office setting.

### **Qualifications and Experience**

- Diploma or certificate in Office Administration, Business Administration, Human Resources Administration, or a related field, or an equivalent combination of education and relevant experience, is preferred.
- Demonstrated ability to handle confidential information and maintain accurate records.
- Strong proficiency in Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- Strong data entry, proofreading, and document preparation skills.
- Experience supporting recruitment, onboarding, or safety administration is an asset.
- Experience working in a unionized environment is an asset.

Applicants are asked to email a single PDF document containing their resume and cover letter to [recruit@synergynorth.ca](mailto:recruit@synergynorth.ca) no later than 4pm on Friday May 8, 2026. This position is currently vacant, artificial intelligence may be used in the screening process.

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**TESTING** To confirm ability for the position, applicants may be required to take tests related to the job requirements and duties of this position, which may be conducted by an independent third party.

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