



Human Resources – Summer Student Opportunity

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers power with pride to almost 50,000 customers within the Town of Newmarket, Town of Midland and Tay Township. Headquartered in Newmarket, Ontario, NT Power has an additional office in Midland, Ontario, approximately one hour north of Newmarket along the shores of Georgian Bay.

We are looking for a highly motivated student to join our team at our head office in Newmarket.

Why do you want to work for us?

Our team is dedicated to teaching you valuable background information about working in a utility, and you will be exposed to the functions of Human Resources within our organization. We know you will enjoy working with our amazing staff at NT Power, come join our team!

POSITION SUMMARY

This position is responsible for providing exceptional administrative and project support to the Human Resources department. This is a summer student position, starting as soon as possible and ending August 30, 2024, or sooner, if required.

1. Assist with the clean up and organization of HR files.
2. Scan physical files and save to online database.
3. Organize online database.
4. Perform other duties as assigned.

Qualifications

- Grade 12 high school student, or enrolled/attending post secondary school
- Proficient computer skills and comfortable navigating One Drive systems
- Strong written and oral communication skills.
- Excellent interpersonal skills, with the demonstrated ability to engage and communicate effectively.
- Strong time management, priority-setting, and multi-tasking skills, with superb attention to detail
- Excellent organizational skills and must be very detail oriented.

APPLICATION INFORMATION

If you are interested in this position and meet the qualifications, please submit your resume by visiting our Careers page at <https://ntpower.ca/careers>. Please include the position title and the job ID number in the subject line of your e-mail. We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.

APPLICATION DEADLINE FOR THIS POSITION IS FRIDAY, MAY 10, 2024, BY 4 P.M.

Candidates are required to disclose NT Power employees who are immediate family members prior to the interview.



Successful candidates will be required to obtain a criminal verification screening as a condition of employment.

NT Power is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our LDC community. Accommodation will be provided in all parts of the hiring process. Applicants need to make their requirements known in advance when applying through <https://ntpower.ca/careers>.