



**HUMAN RESOURCES ASSISTANT
INTERNAL/EXTERNAL POSTING
THUNDER BAY, ON (GHQ)
Posted: November 18, 2025
Closing: December 1, 2025
Salary: \$75,921-\$84,046
Job ID: GHQ-43-25**

The Nishnawbe Aski Police Service requires one (1) Human Resources Assistant for our General Headquarters, based in Thunder Bay, ON. This is a full-time position and will work Monday-Friday, 35 hours/week.

Summary:

Reporting to the Director of Human Resources, the Human Resources Assistant is responsible for a variety of personnel related duties including recruitment and retention, labour relations, health and safety, wellness, policy development, organizational development, performance management and staffing.

Preferred Qualifications:

- Two (2) year Diploma in Human Resources or equivalent;
- Two (2) years' experience working in a Human Resources setting, experience working in a unionized environment is considered an asset;
- Proficiency in Microsoft Office Suite;
- Knowledge of general office procedures and equipment;
- Excellent organizational and time management skills;
- Basic Knowledge of the Labour Relations Act, Employment Standards Act, Ontario Human Rights Act, Accessibility for Ontarians with Disability Act and the Ontario Health and Safety Act is required;
- Health and Safety Worker Training Part 1 and 2 considered an asset;
- Previous experience in a non-profit or Indigenous organization is considered an asset.

Interested applicants may submit a hiring package which includes the following:

- Covering letter detailing interest in noted position;
- A resume detailing your career, education and relevant experience.

Closing date for applications is **Monday, December 1, 2025 at 4:00 p.m. EST**. Please quote the Job ID on your application and the subject line of your email. All completed packages MUST be sent, **as a single PDF document**, to:

Internal applicants: iresume@naps.ca

External applicants: eresume@naps.ca

Nishnawbe Aski Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact eresume@naps.ca.

Please note for internal applicants, any disciplinary violations in the last two calendar years *may be* considered in the decision for your suitability for this position. Specifically, the nature or severity of the violation will be examined for its relevance to the position. Should you have questions or concerns, please contact HumanResources@naps.ca.

*****We thank everyone for their interest in the position, however, only those
chosen for an interview will be contacted*****