

Human Resources Coordinator Job Posting

As a result of a realignment and subsequent vacancy, the Municipality of South Huron invites applications for the full-time position of Human Resources Coordinator. Under the direction of the Human Resources & Strategic Initiatives Officer, the Human Resources Coordinator is responsible for development and implementation of human resources policies, programs and procedures as well as leading activities regarding human resources planning, compensation, recruitment and selection, on-boarding, training and development, health & safety, maintaining employee records, job descriptions/evaluations and pay equity maintenance. This position involves handling issues of a highly sensitive and confidential nature.

The ideal candidate must have:

- College diploma or university degree in Human Resources Management or a related program.
- Certified Human Resources Practitioner (CHRP) designation or working towards.
- Joint Health & Safety Committee Certification considered an asset.
- A valid 'G' Driver's License with a drivers abstract deemed satisfactory by the Municipality.
- Ability to exercise discretion and diplomacy in matters of a highly confidential and sensitive nature, including issues that may be considered personal.
- Strong understanding of all applicable legislation related to human resources and health and safety including ESA, OHSA, Pay Equity, PBA, Human Rights Code, and AODA.
- Strong oral and written communication, and presentation skills, complemented by a proficiency in computer literacy and Microsoft Office.
- Excellent organizational, problem-solving and research skills, with a proven ability to prioritize.
- Demonstrated ability to adapt well to change, be resourceful, flexible and take initiative.
- Strong morals and ethics, along with a commitment to staff privacy.
- A strong ability to build credibility and develop effective relationships internally and externally.
- Experience as an active member on a Health & Safety Committee, considered an asset.
- Strong communication skills and customer service skills with individuals at all levels of the organization.
- Ability to demonstrate tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature.
- Ability to work under pressure, complete multiple assignments and function effectively in a high volume workplace with tight deadlines.
- Work effectively as a member of a team.

Hours of Work: 35 Hours per week.

Wage: \$28.08- to 33.03 per hour.

For full details please visit our website: southhuron.ca

Please submit your application no later than **3:30 PM on Friday, April 12th, 2019** preferably by email to:

Megan Goss, Human Resources and Strategic Initiatives Officer
Municipality of South Huron
322 Main Street South
P.O. Box 759
Exeter, ON N0M 1S6
Email: hr@southhuron.ca

We thank all applicants for their interest in this position; however, only those being considered for an interview will be contacted. Personal information is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act* and is used for candidate selection purposes only. Accommodations are available upon request for all parts of the recruitment process.