

HUMAN RESOURCES COORDINATOR

(Contract-18 months)

The Town of East Gwillimbury was recognized as a 2018 Employee Recommended Workplace by The Globe and Mail and Morneau Shepell. Employees enjoy a fully balanced lifestyle and have a high level of Total Health. Our municipal offices are easily accessible off of Highway 404 and a short 15 minute drive from Highway 400. Enjoy competitive wages, progressive extended health plan, employee assistance program, and active social and wellness committees. Convenient parking, outdoor seating areas, and easy access to trails allow you to enjoy the beauty of EG while at work.

The Town is the GTA's top growth municipality, located just north of Toronto in York Region. As one of Ontario's growth centres, East Gwillimbury's population is projected to reach 50,000 by 2025. By joining Team EG you will help shape our growing community.

Reporting to the Director of Human Resources, this position is responsible for the day-to-day administration of human resources services. This includes: the administration and maintenance of the Human Resources Information System (HRIS); recruitment advertising, resume maintenance, disability management, interview preparation and scheduling, reference checks, applicant responses; scheduling & conducting new employee orientation, records management, benefits and pension administration.

Preferred candidates will have a formal academic training at a post-secondary level in Human Resource Management or a related discipline, preference will be given to those applicants with a CHRL designation (or pursuit of the same). Coupled with three to five years' experience within a municipality and/or within a human resources department. The individual will be able to communicate effectively, professionally and courteously with all levels of staff, external contacts and the general public; be productive in a team environment, and possess strong conflict resolution skills. General knowledge of local government functions/ services, and legislative/ regulatory framework for employment in Ontario.

Successful candidates must be able to demonstrate excellent project/time/records management, organizational, analytical, and research skills, as well as experience in exercising judgement when handling confidential/sensitive/controversial information and ensure the security of such information and demonstrated proficiency with information technology, experience with time and attendance and/or payroll systems is preferred. Thorough working knowledge of human resources processes and protocol, research resources and practices and customer/ public relations principles in a service –excellent environment; and internal and external alliances; to champion departmental and Corporate programs/ initiatives, and the vision, core purposes and strategic direction of the Town; and to model Town Character Community Values.

Salary Range: \$70,580- \$83,010

If you're looking for a career move that will enable you to contribute to a growing and inclusive community, please apply and submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)
Deadline for applications is March 17, 2019

We thank all applicants for their interest, however, only those being considered for an interview will be contacted

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.

"Our town, Our future"