

Located just 30 minutes north of Toronto along Highway 404, East Gwillimbury (EG) is Canada's fastest growing municipality focused on modernization, innovation, and creativity. Those joining Team EG will help shape the future of the community. As an award-winning organization, EG offers competitive wages and benefits and prioritizes the mental and physical well-being of its employees through social events, wellness programs, and fitness facilities. Employees also have access to more than 50 kms of trails to enjoy the beauty of EG while at work.*

The Town of East Gwillimbury is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it is important our workforce reflects the citizens we serve. We respect, encourage, and celebrate our diversity. Join our team and see the EG difference!

Under the direct supervision and mentorship of the Senior Human Resources Coordinators and general guidance from the Director of Human Resources, the Human Resources Associate will primarily be responsible for sourcing and securing talent for the Town's new Health and Active Living Plaza (HALP) through the full cycle recruitment process. In addition, this position will assist with administrative functions related to records management, payroll and other various HR functions and practices.

Key Duties and Responsibilities:

- Work closely with hiring managers to ensure that job descriptions and selection criteria are accurate
- Assist with full-cycle recruitment including recruitment advertising, application tracking, interview preparation and scheduling, reference checks, and responses to applicants
- Prepare hiring paperwork and packages and inform all pertinent parties of new hires
- Schedule new hire orientation
- Assist with the coordination of performance appraisals
- Research recruitment initiatives and programs
- Assist with health, safety and wellness initiatives
- Respond to general HR inquiries
- General Human Resources administration as required
- Support Equity, Diversity, and Inclusion initiatives

Preferred candidates will have an undergraduate degree in Business or Human Resources or Post-Graduate Certificate in Human Resources as well as strong interpersonal skills, excellent written and verbal communication skills, a high degree of initiative and the ability to deliver results. Preferred candidates will also be a collaborative team player who is able to work independently, and have demonstrated computer skills using applications such as Microsoft Teams and Office Suite (Word, Outlook, SharePoint, Excel, PowerPoint, Outlook), and Adobe.

Salary Range: \$56,657 - \$66,655 (Band 4)

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

[ADP Workforce Now - Career Centre](#)

Deadline for applications is June 15, 2023.

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.



**(based on 2021 Census data)*