



Job Description – Human Resources Coordinator

Position Summary:

Reporting to the Chief Administrative Officer (CAO), the HR Coordinator position is responsible for the coordination and support of human resources and payroll functions, including employee relations, labour relations, recruitment & selection, training & development, health & safety, benefits and pension administration. The HR Coordinator also provides administrative support to the CAO.

Duties and Responsibilities:

- Ensure compliance with government legislation and regulations (WSIB, Employment Standards, Labour Relations, Human Rights Code, Pay Equity, Accessibility, Occupation Health & Safety etc.)
- Provide support and guidance to employees and managers with standard interpretation and implementation of HR policies, procedures, and practices, and process corresponding documentation
- Administer recruitment processes, including advertising, screening resumes, coordinating interviews and reference checks, preparing new hire documentation, initiating orientation and onboarding processes, and identifying opportunities for improvement.
- Maintain employee records, including job descriptions, training records, performance evaluations, vacation records and payroll information.
- Coordinate the job evaluation process, and assist with market reviews and pay equity planning.
- Assist with collective agreement negotiations, conciliation, mediation, arbitration and grievances as required.
- Administer OMERS and employee benefits programs, including setting up employees, processing changes, coordinating annual reviews, liaising with carriers, quarterly reporting, and annual reviews.
- Assist in disciplinary actions up to and including terminations.
- Co-ordinate corporate training and development opportunities for staff as required.
- Coordinate health and safety programs to ensure a safe and secure work environment by providing administrative support, such as preparing agendas, composing, and distributing meeting minutes, and organizing and tracking inspection schedules and incident/accident reports.



- Process bi-weekly and monthly payroll as needed including reviewing timesheets to ensure accuracy and entering and updating payroll data in ADP.
- Assist with the development, review and implementation of corporate Human Resources and Health & Safety policies.
- Provide input on staffing, human resources and health & safety budgets.

Education, Experience and Qualifications:

- Post-secondary degree or diploma, preferably in human resources or a related discipline, or an equivalent combination of education and relevant work experience.
- A minimum of three years' experience working in human resources, preferably in a municipal setting.
- CHRP Designation or working towards designation
- Experience in payroll, benefits and pension administration an asset, including knowledge of ADP Workforce Now.
- Excellent interpersonal, organizational and communication skills.
- Thorough working knowledge of applicable legislation, labour relations principles and practices, job evaluation methods, health and safety, compensation and benefits, recruitment techniques, policy development and administration, human resources planning and organizational design strategies and local government functions/responsibilities.
- Ability to exercise sound independent judgment within general policy guidelines.
- Ability to prepare clear, concise and competent reports, correspondence, and other written materials.
- Advanced proficiency in MS Office, internet and web-based applications.