



Human Resources Coordinator

Full Time

Job Posting: 40-2020

Posted: September 1, 2020

Duties	<ul style="list-style-type: none"> • Reporting to the Director of Human Resources, the Human Resources Coordinator actively participates in the delivery of key HR services by providing program and administrative support to the Director of Human Resources for the delivery of corporate human resource programs and services including recruitment and selection, labour relations, compensation and benefits, performance management, corporate training and occupational health, safety and wellness. • Provides timely support and response to customer and organizational needs including all aspects of internal/external recruitment and selection processes for non-union and union positions (job postings, candidate screening & interviews, reference checks, employment offers, orientation). • Coordinates and maintains operational, processing and reporting requirements in the areas of recruitment and selection, performance management, employee benefits, pensions, training and orientation, Health and Safety, employee records and related Human Resource data/file management. • Provides department administrative support for functions including reception, inquiries, purchases, event and training scheduling, preparation and distribution of agendas, minutes, presentations, and reports. • Coordinates and liaises with internal and external stakeholders including staff, management, consultants and government agencies on HR related issues, and in accordance with legislative guidelines and requirements. • Performs role in accordance with duties of the Occupational Health and Safety Act (OHSA). • Perform other related duties as assigned.
Qualifications	<ul style="list-style-type: none"> • Community College Diploma (3 year) in Human Resource Management. • Minimum 1-3 years related professional experience. • Certified Human Resources Professional (CHRP) designation. • Knowledge of Ontario Labour Standards, Accessibility Requirements, OMERS, MFIPPA and Ontario Human Rights. • Microsoft Office and Great Plains Human Resource Information System. • Excellent written and oral comprehension and expression. • Strong analytical, planning and organizational skills with the ability to multi-task on concurrent projects with competing priorities. • Solution focused and demonstrated aptitude in supporting sensitive and confidential matters. • Deductive Reasoning or Data Analysis. • Committed to Customer Service Excellence.
Department/Division	Human Resources
Annual Rate	\$61,528 - \$71,979

While we appreciate all applications received, only those selected for an interview will be contacted. Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 274.

Reporting to	Director of Human Resources
Closing Date/Time	Monday, September 21, 2020 @ 4:30 p.m.

To apply for this position:

- Please submit a resume, clearly outlining your qualifications and experience, and quoting the job posting number.
- Applications can be submitted by email to hr@stratford.ca. Please do not submit duplicates.
- Please include the Job Posting Number in the message subject line. Attachments should be in Microsoft Word or PDF format.

Accommodations are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.