

King is Hiring
Human Resources Coordinator

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused on providing superior customer service, quality programs and services, progressive leadership, responsible management, and staff that is empowered to achieve personal and organizational excellence in the delivery of municipal services.

Reporting to the Manager of Human Resources, the Human Resources Coordinator is responsible for the following:

- Conducts recruitment and coordinates the selection process for non-leader staff and provides assessments/recommendations. Including preparing job postings and job ads, reviewing all candidate resumes, coordinating, scheduling, and conducting interviews, conducting reference checks, preparing offer letters, extending offers, onboarding and documentation for new hires, and maintain recruitment activity tracking.
- Reviews job qualifications to ensure the internal and external recruitment advertisements and hiring procedures remain consistent with the Township policies, Collective Agreements, and employment related legislation.
- Completes onboarding with all new employees, provides new hire onboarding and training plans through our training system and ensures documentation is received within the established timelines.
- Utilize and maintains the learning management system to support Human Resources with onboarding of new hires and other initiatives.
- Human Resources representative on various committees, Communications Committee and Accessibility Advisory Committee, Social Committee, Joint Health & Safety Committee.
- Provides general administrative support to the HR Division including preparing correspondence, processing confidential reports and documents, ordering supplies for the Division, arranging meetings, and taking minutes as needed.
- Maintains and updates content and material on the intranet and external web pages relating to the HR Division.
- Assists with regular research to ensure the organization's compliance with applicable employment-related legislation.
- Creates and maintains accurate, current, and complete HR filing system and personnel records using standardized filing methods.
- Assists with the development and administration of policies, guidelines to ensure workforce alignment with the Township's strategic goals.
- Performs other duties as assigned in accordance with the objectives of the Human Resources Division.

The successful applicant will possess:

- Post-secondary certificate in Human Resources Management or equivalent.
- Three (3) or more years' experience in a Human Resources support role.
- CHRP or working towards designation would be an asset.
- Proficient in Microsoft Office, primarily Word, Excel, Publisher, PowerPoint, and Outlook. Experience with Human Resources intranet and learning management systems will be considered an asset.
- Ability to handle multiple demands and determine priority of action.
- Demonstrates the Core Values of: Customer Service Excellence, Teamwork and Engagement, Communication and Respect.
- Ability to handle sensitive situations with mature judgement.
- A thorough understanding of current employment legislation, i.e., *Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act*.
- Minimum of two (2) years experience in a Municipal Human Resources environment.

Salary range: \$70, 343 - \$85, 813 (2022 rate) plus a comprehensive benefit package.

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy ADM-POL-163, COVID-19 Vaccination. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. To maintain ongoing fully vaccinated status, the successful candidate must also receive each dose/booster that may be required or recommended by Public Health. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

Qualified candidates are requested to forward their resume by **December 9, 2022 by 4:30 p.m.** to:
Human Resources
2585 King Road, King City, Ontario, L7B 1A1
E-Mail: hr@king.ca

Please visit www.king.ca for full job description. We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Township of King 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 Township 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.