

King is Hiring
Human Resources Assistant
(Contract 12 months)

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 making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

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

- Provides administrative support to the HR Manager including preparing correspondence, processing confidential reports and documents, arranging meetings and taking minutes.
- Assists the HR Manager with highly sensitive and confidential information on corporate-wide initiatives and contentious issues.
- Performs customer service duties and responds to inquiries from the public and staff as a member of the HR team.
- Provides administrative support to management during contract negotiations.
- Acts as backup and provides support for payroll administration assisting in the preparing of the bi-weekly payroll for full-time and part-time employees, Elected Officials, and council committees, and payroll for volunteer fire fighters.
- Enters, verifies, and generates the salary and hourly payroll (including overtime) for all union and non-union (including volunteer firefighters) employee groups.
- Assists in year-end preparation and distribution.
- Provides support in the administration of the OMERS pension plan.
- Liaises with supervisory staff, to ensure accuracy of payroll and employee confidential matters.
- Enters employee information into various Township databases including Microsoft Dynamics GP, Laserfiche, etc.
- Creates and distributes employment letters for employees as directed.
- Opens and distributes mail for the Human Resource Division.
- Performs related clerical/support duties, such as filing, archiving, printing and mailing.
- Assists in developing, updating and formatting dashboards and other data share methods.
- Assists with maintaining and updating material on the intranet and external web pages relating to the HR Division.
- Assists with the development and administration of policies and guidelines to ensure workforce alignment with the Township's strategic goals.
- Assists with special projects, HR initiatives and planning as required.
- Occasionally acts as backup for recruitment, as necessary.
- Assists in the recruitment of volunteer firefighters.
- Supports the HR health and safety program, as necessary.
- Performs other related HR duties as assigned in accordance with the objectives of the Human Resources Division.

The successful applicant will possess:

- Post-secondary education (diploma/degree) in a related field of study.
- As a minimum, three (3) years of direct payroll experience.
- Completion of accredited payroll designation program (i.e. Payroll Compliance Practitioner (PCP)).
- Three (3) or more years' experience in an administrative support role. Experience in a Human Resources

support role would be considered an asset.

- Proficient in Microsoft Office, primarily Word, Excel, Publisher, PowerPoint, and Outlook.
- Excellent interpersonal, communication, organizational, research, staff/public relations, customer service, multi-tasking/work prioritization skills, and a keen attention to detail.
- Ability to handle sensitive situations with tact and mature judgement and a high degree of confidentiality.
- A thorough understanding of current employment legislation, i.e., Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act.

Conditions of Employment:

- Work is predominately performed in an office environment and involves mental and visual concentration with frequent interruptions.
- Valid class G driver's license with access to a reliable vehicle.
- Availability to accommodate deadlines and/or peak period workloads that may extend beyond the normal workday, evenings and weekends as required.
- Must be legally authorized to work in Canada.

Wage Rate: \$30.00 per hour

Vacancy Disclosure:

This posting is intended to fill an existing vacancy.

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on January 23, 2026**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

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](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), 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.