



King is Hiring
HR Coordinator – Talent Acquisition and Workforce Administration
(Non-Union, Fulltime)

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 Human Resources Associate – Generalist and Organizational Development, the HR Coordinator – Talent Acquisition and Workforce Administration is responsible for the following:

Recruitment

- Facilitates all aspects of the recruitment cycle and coordinates the selection process for non-leader staff, including preparing job postings and job ads, reviewing all candidate resumes, coordinating, scheduling, and conducting interviews, providing assessments and recommendations, conducting reference checks, preparing offer letters and extending offers, onboarding and documentation for new hires, and maintaining recruitment activity tracking.
- Advises hiring managers on best practices pertaining to recruitment and selection.
- Supports the Human Resources Manager and HR Associate – Generalist and Organizational Development in the recruitment process for senior level recruitment.
- Responsible for all internal and external job postings for all levels of staff.
- 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.
- Selects candidates in conjunction with the hiring manager.
- Provides feedback to candidates when required.
- Facilitates new hire onboarding and training plans through our training system and ensures documentation is received within the established timelines.
- Tracks recruitment metrics and maintains accurate applicant data to support continuous improvement.
- Ensures seamless candidate experiences, from initial contact through onboarding, creating a positive employer brand that is consistent with our values.

Training

- Assists with the coordination and delivery of staff training sessions both online and in classroom.
- Administers the learning management system to support the Township's training and competency needs.
- Compiles and maintains stock of orientation materials, policy manuals and booklets.

Administration

- Provides general administrative support to the Human Resources Division including preparing correspondence, processing confidential reports and documents, ordering supplies for the Division, arranging meetings, and taking minutes as needed.
- Provides support with maintaining accurate and up-to-date job descriptions for the Corporation as needed.
- Maintains and updates content and material on the intranet and external web pages relating to the Human Resources Division.
- Assists with special projects, HR initiatives and planning as required.
- Assists with research and data collection on various HR trends and topics.
- Supports the Human Resources Manager with confidential matters.



- Assists with the annual service recognition program and the planning, coordination and delivery of all HR initiatives.
- Reviews and revises internal Human Resources forms as required.
- Assists in developing, updating, and formatting dashboards and other data share methods.
- Assists with the maintenance of the HR files and databases.
- Assists in the coordination and delivery of Township programs as directed.
- Liaises with other municipalities for research purposes.
- 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 and guidelines to ensure workforce alignment with the Township's strategic goals.
- May act as a backup, at times, for the Township's payroll administration.
- Complies with all health and safety practices as it relates to the work, standard operating guidelines, and the *Occupational Health & Safety Act*.
- Performs other duties as assigned in accordance with the objectives of the Human Resources Division.
- May act as a representative for Human Resources on organizational committees as assigned.
- Other duties and responsibilities as assigned.

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.
- Payroll experience and/or completion of an accredited payroll designation program is considered an asset.
- Ability to handle multiple demands and determine priority of action.
- Ability to handle sensitive situations.
- Prior experience in a role requiring strict confidentiality, discretion and sound judgement.
- Ability to deliver exceptional customer service with respect to providing accurate information to and communicating with candidates and/or staff to address a variety of inquiries.
- 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 will be considered an asset.

Conditions of Employment:

- Work is predominately performed in an office setting, with occasional travel to other locations within the Township.
- Valid class G driver's license with access to a reliable vehicle.
- May be required to perform work outside of traditional office hours.
- Work involves mental and visual concentration with frequent interruptions.
- Must be legally authorized to work in Canada.



Salary Range: \$77,841 - \$94,694 per annum

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 February 27, 2026**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit king.ca/employment 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.