

## **Human Resources Assistant (Job # 2025-079-IE)**

<b>Department:</b>	Office of CAO
<b>Status:</b>	Full Time, Permanent
<b>Date Posted:</b>	July 30, 2025
<b>Date Closing:</b>	<b>August 13, 2025, 4:00 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	35 hours per week
<b>Salary:</b>	\$48,478.74 - \$58,981.80 annually
<b>Flexible Working Arrangements:</b>	Yes
<b>Vacancy Reason:</b>	New Position

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### **WHY Stouffville:**

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

Our HR team is looking for a reliable and detail-oriented HR Assistant who will play a key role in supporting the smooth and efficient functioning of our HR operations. You will assist with maintaining accurate employee records within our HRIS and help manage employee files, coordinate meetings, respond to HR inquiries, and support a variety of day-to-day HR tasks. This role requires exceptional organizational skills, strong communication abilities, and a commitment to data accuracy. If you're a recent grad who is eager to contribute to a collaborative HR team, build valuable skills, and help create a positive work environment for our employees, this could be the ideal opportunity for you!

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If you are contacted for an employment opportunity, please advise if you require accommodation.

### **Position Purpose:**

Reporting to the Human Resources Director, the Human Resources (HR) Assistant provides essential administrative support to the entire HR team. This role involves working collaboratively within a team environment and frequently interacting with various departments across the Corporation as well as external parties. The HR Assistant is responsible for ensuring the accuracy and maintenance of all HR related records and data within the Human Resources Information Systems (HRIS) and employee files.

### **Qualifications and Requirements:**

- Degree or diploma in Human Resources, Business Administration or related field.
- COOP work experience working in an office environment – is an asset
- Working knowledge of Human Resources Information Systems, Applicant tracking systems – is an asset.
- Knowledge of employment legislation (e.g., Human Rights Code, Occupational Health and Safety Act, Ontario Employment Standards Act).
- Proficiency in Microsoft Office.
- Excellent customer service, interpersonal, verbal, and written communication skills.
- Familiarity with HRIS systems and HR processes.

- Strong organizational and time management skills.
- Excellent attention to detail and problem-solving abilities.
- Ability to work independently and as part of a team.

**How to apply:**

Please forward your resume along with a separate file outlining why you believe you are best suited for this position, in confidence by **August 13, 2025, at 4:00 p.m.**, identifying **Job # 2025-079-IE** in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**