



## Human Resources Coordinator (Job # 2023-090-IE)

**Department:** Office of the CAO  
**Status:** Full Time, Temporary (14-16 Months)  
**Date Posted:** September 12, 2023  
**Date Closing:** **September 26, 2023, 4:30 p.m.**  
**Number of Positions:** 1  
**Scheduled Hours/Shifts:** 35 hours per week  
**Salary:** \$32.17 - \$39.15 per hour  
**Flexible Working Arrangement:** Yes

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### WHY Stouffville:

Working for the Town of Stouffville means being a part of a tight knit workforce, where we foster a sense of belonging. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, complementary gym membership and access to our employee discount program.

Our HR team is looking for a super supportive and organized team player, who will truly be the glue that keeps things running like a well-oiled machine. This is a pivotal role and requires a high attention to detail, creativity and excellent communication skills to manage the variety of tasks seen each day. If you are looking for an opportunity to make meaningful connections with others, support a diverse range of HR activities and make a real impact with our Town employees, this may be the role 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 reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

### Position Purpose:

Reporting to the Associate Director, Human Resources, the Human Resources Coordinator is responsible for the administration and coordination of day-to-day Human Resources (HR) activities and processes, including providing general administrative assistance to the HR department, maintaining hard and soft copy HR records, recruitment process support, new employee onboarding, tracking HR metrics and coordinating employee programs and events.

### Qualifications and Requirements:

- 3+ years' experience in a related Human Resources or Administrative role.
- College diploma in Human Resources, Administration studies or related studies.
- Experience in a municipal work environment would be an asset.
- Excellent customer service, verbal and written communication skills
- Advanced interpersonal skills, with ability to interact effectively with all municipal staff, elected officials, residents, businesses, dignitaries, other government/agencies, and the media; ability to build collaborative working and community relationships, and internal and external alliances.
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding controversial matters; sensitivity and ability to maintain security of files.
- Effective organizational/coordinating and research skills; ability to prioritize work and to work under pressure to meet deadlines.



- Superior customer service orientation with a focus on ensuring effective services; maintain a positive, professional attitude.
- Proficiency in Microsoft Office, Outlook, Word, Excel and PowerPoint; knowledge of HR database systems.
- High degree of accuracy, attention to detail and record keeping skills.
- Availability to attend evening meetings and/or work overtime to accommodate peak periods and workloads.

**How to apply:**

Please forward your resume in confidence by **September 26, 2023, at 4:30 p.m.**, identifying **Job # 2023-090-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.**