



Employee Services Associate

The Town of Whitby, Durham's Business Centre, a rapidly expanding and progressive community with a population of 120,000 and located approximately 50 km east of Toronto, is currently seeking a highly motivated and energetic individual for this challenging opportunity.

Reporting to the Manager of Human Resource Services, the Employee Services Associate provides support and expertise in the administration of core human resources functions, including:

- providing administrative support to the Human Resource Services Division;
- initiating, reviewing and/or processing employee data in consultation with operating departments and payroll, as required (including employee hire, change of status, and termination, etc.) and maintaining departmental records in accordance with relevant legislation, by-laws, etc.
- developing, coordinating and delivering new employee orientations
- researching and providing information relating to employment related statutes, regulations, policies and procedures;
- tracking, reporting and uploading attendance through the corporate information system, coordinating with departmental representatives and payroll to ensure accurate information and the information technology department to ensure system integrity;
- providing customer service to internal and external clients responding to inquiries on employment, compensation, collective agreements, procedural issues and directing to appropriate staff, as required;
- coordinating employee recognition and service award program;
- monitoring the departmental operating budget, ordering supplies, and processing payment of invoices and statements;
- coordinating and monitoring WSIB/LTD claims and facilitating return to work programs;
- coordinating the Summer Camp Program and assisting with other recruitment initiatives, where required; and,
- performing other duties and assisting other departmental staff, as assigned.

Qualifications include:

- a post-secondary degree/diploma in Human Resources or a related discipline;
- a minimum of three (3) years of directly related experience in a variety of HR functional areas with an emphasis on client services;
- a CHRP designation would be considered an asset;
- a desire to continually pursue and adhere to best practices and identify efficiencies;
- knowledge of computer applications including intermediate level proficiency with Microsoft Office Suite (Word, Excel, Power Point, Outlook) and HRIS;
- knowledge of effective labour relations practices, including interpreting collective agreements, relevant employment legislation, statutes, etc.;

As the successful applicant, you possess the ability to:

- provide reliable advice or information to internal and external contacts in compliance with applicable legislation, regulations, policies and collective agreements;
- prioritize tasks to meet strict deadlines in a fast-paced environment with a high level of accuracy and attention to detail;
- be team-focused, and bring a proactive approach to work together in maintaining high levels of customer satisfaction; and,
- earn the trust of others by demonstrating honesty, integrity, confidentiality and professionalism and by diplomatically resolving challenging and/or sensitive situations in compliance with all applicable legislation.

Salary: Salary subject to skills, abilities and qualifications

Hours: Monday to Friday - 8:30 a.m. - 4:30 p.m., plus additional unpaid hours as required.

Application Deadline: **Wednesday, July 23, 2014**

Application Instructions: To be considered for this challenging opportunity, please fax, mail, e-mail or deliver your confidential application/resume to:

The Corporation of the Town of Whitby - Human Resource Services
575 Rossland Road East, Whitby, ON L1N 2M8
Fax: 905.430.4340 Email: jobs@whitby.ca

Please quote Posting Reference No.: 14-M009-232D

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The Town of Whitby is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise Human Resource Services of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act. The Town of Whitby is an equal opportunity employer.