



THE CORPORATION OF THE TOWN OF NEW TECUMSETH

**Human Resources Generalist
Full-Time Permanent
35 Hours per week**

Job # 2017- 60

This position is responsible for the for the maintenance and administration of the HRIS system, ensuring the system is used to maximum capacity to reduce manual information and documentation retention and utilizing reporting functions to ensure efficiency and effectiveness.

This position is also responsible for the full recruitment and selection cycle for assigned regular full time and regular part time positions and all related functions with new hire documentation coordination and orientation processes.

Additional duties include record and process tracking, compensation administration including job evaluation and pay equity maintenance, recognition administration, producing and maintaining various reports for tracking performance and trends and responding to queries from employees and management regarding interpretation of human resources policies and procedures.

Qualifications:

- Human Resources Diploma from a recognized College.
- 3-5 years of experience in a Human Resources position which includes 1 year of experience coordinating recruitment process.
- Experience and proficiency maintaining an HRIS, preferably Microsoft GP.
- Experience and proficiency in using Microsoft office, especially word, excel, and outlook.
- Written communication skills required to draft letters, memos, and emails.
- Requires general knowledge of Human Resources legislation and guidelines including ESA, Human Rights, OHSA, and internal policy and procedures.
- Excellent time management / organization skills and ability to meet deadlines regularly.

Salary Range: \$ 49,791.56 - \$62,151.18

**Please submit your cover letter and resume in Word or PDF format to
careers@newtecumseth.ca no later than 4:30 pm on October 3, 2017
Please quote competition #2017-60 in the subject line of your email.**

We thank you for your interest, however; only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.

For more information and a complete list of current employment opportunities, please visit our website at
<http://newtecumseth.ca/town-hall/employment-volunteering/>