Human Resources Generalist

Permanent Full-Time

J0424-0189

The Town of New Tecumseth is recruiting a full-time **Human Resources Generalist** to join our team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including ability to **work from home up to two (2) days per week**
- employer paid health and dental benefit packages
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

The Human Resources Generalist is responsible for the full recruitment and selection cycle and all related functions with new hire documentation coordination and orientation processes for their specified client group. In addition to recruitment, this position is also responsible 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.

Additional duties include record and process tracking, compensation administration, recognition administration, producing and maintaining various reports, as well as responding to queries from employees and management regarding interpretation of human resources policies and procedures.

How you contribute to our organization:

- All recruitment and selection processes for assigned job vacancies, including requisition approval, drafting job postings and advertising on appropriate websites, screening applicants, arranging interviews, developing interview questions, testing, scoring, selection, reference checking, criminal background check coordination, preparing offer letters, informing I.T of new hires to set up appropriate computer access, tracking reporting, and responding to inquiries etc.
- Maintain and administer the Town's Applicant Tracking System (Njoyn).
- Coordinate efficient completion and collection of all new hire documentation upon hire, including payroll related, benefits related, policy review acknowledgements, etc. Provide new employees with pension and benefits information.
- Organize and deliver new employee orientation/onboarding. Follow up with employees during probationary period to provide additional support and assistance if required.
- Maintain and administer the Town's HRIS system which includes entering new employee data, maintaining all employee status changes, salary changes, performance management status, training records, , disability management and exits
- Create and maintain reporting, including but not limited to, Performance Appraisal completion status, New Hires, Terminations, Leaves, etc.
- Monitor and track criminal record checks – initial checks upon hire as well as subsequent offence declaration forms.
- Process bi-annual driver's abstract checks and run occasional additional checks as required.
- Maintain all pay and salary grids. Administer salary step adjustments.
- Maintain town wide organizational chart and all departmental charts.
- Work with management to draft new and update existing job descriptions, ensuring all job descriptions are current (within 3 years).
- Respond to queries from employees and management regarding human resources policies and procedures and resolve problems ensuring tact, understanding the potential issues that could arise from incorrect or inaccurate responses. Refer issues that cannot be resolved to appropriate staff, identifying any sensitive issues and advising the Director of Human resources as required.

- Administer and/or coordinate Town HR related programs and events including Service Recognition and annual Staff Appreciation Event.
- Provide administrative assistance to the HR Director as required.

What you bring to the team:

- Requires a diploma in Human Resources Management or equivalent. Certified Human Resources Professional (CHRP) designation is preferred.
- Requires 3-5 years of experience in a Human Resources Generalist position, including at least 1 year coordinating recruitment processes. Applicant Tracking System experience considered an asset.
- Must possess excellent time-management and organizational skills and be capable of setting priorities in accordance with the demands of the position.
- Requires general knowledge of Human Resources legislation and guidelines including ESA, Human Rights, OHSA, AODA, etc.
- Experience and proficiency maintaining an HRIS.
- Experience and proficiency using Microsoft Office, especially Word, Excel, and Outlook.

Salary: $63,336.00 - $79,188.20, plus employer paid benefits and OMERS pension plan
Hours: 35 hours per week, 8:30 a.m. – 4:30 p.m. Monday through Friday
Location: Town's Administration Centre (Alliston)
Start Date: May 27, 2024

To apply, please submit a cover letter, resume and copies of the required credentials (diploma, training, etc.) by April 19.

http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0424-0189&BRID=EX266559&SBDID=20651&LANG=1

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.