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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Coordinator, Human Resources

Employment Type: Contract, Full Time (approx. 12 months)

Location: Aurora, ON

Full Salary Range: \$71,998.89 to \$88,302.09

Target Hiring Range: \$71,998.89 to \$78,124.10

Closing Deadline: July 2, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

The Town of Aurora is actively seeking a dynamic and team-oriented Human Resources professional to join our vibrant HR team. In this exciting opportunity, the Human Resources Coordinator will play a pivotal role in the day-to-day operations of our Human Resources division. Reporting directly to the Supervisor of Human Resources, this position involves a diverse range of responsibilities with a heavy focus on recruitment and selection, to ensure the smooth functioning of the HR services provided at the Town. **At the employee's request, this position is eligible to take part in the Town's hybrid work model as outlined in the Town's Alternative Work Arrangements Policy.**

Responsibilities

This role will be responsible for a variety of tasks, including but not limited to the following:

- **Recruitment and Selection (75%):** Oversee the full-cycle recruitment and selection process for full-time, part-time and student/seasonal recruitment and provide the HR team with recruitment administrative support.
- **New Employee Onboarding (10%):** Supports the onboarding process for new employees, ensuring a smooth transition into the organization.
- **HRIS Management (10%):** Serve as back-up for the Town's Payroll/Human Resources Information System (HRIS), handling data input, transaction processing, and generating and analyzing reports, back-end maintenance, ensuring accuracy and data integrity.
- **HR Service Delivery and General Administration (5%):** Greet visitors into the HR office, respond to inquiries and direct them, as required. Oversee the general administrative functions within the HR division including coordinating mailings, supply maintenance and orders, invoice processing, etc. Provide back-up support for compensation and benefits administration, program coordination, records management, HR metrics reporting and analysis, among other duties as may be assigned.

Qualifications

- Post-secondary education in Human Resource Management or equivalent, combined with a minimum of three (3) years' experience in a related role, with a focus on recruitment and selection, preferably in a unionized environment. Municipal experience is an asset.
- CHRP designation is considered an asset.
- Exceptional interpersonal and customer service skills with strong written and verbal communication.
- Strong organizational, problem solving and decision-making skills with the ability to exercise discretion and good judgement when handling confidential/sensitive information.
- Ability to multi-task and prioritize work in a busy office environment, often working under pressure to meet deadlines.

- High degree of accuracy, attention to detail and record keeping skills.
- Experience with pension (OMERS) and benefits administration, payroll, and Human Resources Information Systems (HRIS).
- Working knowledge of relevant Human Resources relation legislation (e.g. OHSA, ESA, Human Rights Code, WSIB, AODA, etc.).
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, MS Teams) website/intranet maintenance (SharePoint), HRIS/Payroll Systems (ADP Workforce Now), and the ability to adapt to new software quickly and with ease.
- Ability to work outside of regular business hours occasionally to meet deadlines.
- Must hold a valid Class "G" driver's license and a reliable vehicle for Town business.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.