



52 Seguin Street, Parry Sound, Ontario P2A 1B4
Tel: (705) 746-2101 • Fax: (705) 746-7461 • www.parrysound.ca

HR Coordinator

2019 salary range: \$62,000 to \$80,000 • comprehensive benefits • OMERS Pension

Located amidst the 30,000 islands of Georgian Bay and an easy 2-hour drive north of Toronto, the **Town of Parry Sound**, population 6,500, offers an exceptional quality of life.

With a full-time combined union and non-union staff complement over seventy, the **HR Coordinator** is the key advisor to the municipal leadership team and Council, on virtually all human resource related matters.

Responsibilities:

- Manages HR policy development and implementation;
- Undertakes recruitment; supports selection process, employment agreements; on-boards;
- Manages job description creation, maintenance, job evaluation process and compensation system;
- Coordinates collective agreement negotiations; provides CA interpretation advice;
- Supports performance management and succession best practices;
- Sources relevant training & development;
- Manages sick leave program and WSIB claims;
- Ensures compliance with AODA legislation

Requirements:

- University degree in human resources, business administration or related discipline with CHRP designation preferred.
- Demonstrated organizational, verbal and written communication, and interpersonal skills, including an appreciation of the need for confidentiality, tact and discretion.
- Sound knowledge of applicable legislation, including ESA, OLA, OHSA, Pay Equity, Human Rights Code and AODA.
- Good knowledge of computer applications, MS Office, MS Dynamics – Diamond

A complete job description can be found at <https://www.parrysound.ca>

Terms of Application Submission:

Please submit by e-mail only, a cover letter and your resume, with full details of your education, training and experience, by **4 PM on Friday, February 15, 2019** to: Rebecca Johnson, Clerk/Acting HR Coordinator, Town of Parry Sound; rjohnson@townofparrysound.com.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.