



Human Resources Co-op (4 month)

The Town of Bradford West Gwillimbury is looking for a highly motivated, detail and team oriented student to work in the Human Resources department for a 4 month co-op (January to April).

Reporting to the Director of Human Resources, this position will assist the Human Resources department in the areas of records management, recruitment and selection, training and development, health and safety, payroll and other HR functions. This position will be responsible for cataloging and organizing records for the department and assist with setting up the electronic records for the HR department. The student will assist with scheduling interviews, preparing interview packages, and conducting reference checks. The student will assist with data entry and auditing of the HRIS system and department filing. In addition, the student will perform department administrative duties, conduct research and complete special projects as required.

Candidates must be enrolled in a post-secondary Human Resources program. The candidate must have strong computer literacy skills and the ability to easily navigate an LMS, HRIS with demonstrated proficiency in Word, Excel and PowerPoint. Experience with eLearning software would be an asset. The successful candidate will be able to communicate effectively, professionally and courteously with all levels of staff, external contacts and the general public. Candidates must be able to promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public. Preferred candidates will have working knowledge of HR best practices and research resources and practices. General knowledge of local government functions/services, and legislative/regulatory framework for employment in Ontario would be an asset. Candidates will be required to complete a Police Information Check upon hire and provide proof confirming receipt of the full series of a Covid-19 vaccine as a condition of hire in accordance with the Town's mandatory vaccination policy.

The hourly rate for this position is \$18.30.

We invite interested applicants to forward their cover letter and resume in confidence, quoting file **2022-HR01** by December 3, 2021 to:

Town of Bradford West Gwillimbury, Human Resources Department,
125 Simcoe Road, PO Box 160, Bradford ON, L3Z 2A8
Fax: 905 775-8633 or email hr@townofbwg.com

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.