



Human Resources Assistant

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a highly motivated professional to contribute to the Human Resources Department.

Reporting to the Director of Human Resources, this position will assist the Human Resources department with administrative functions related to payroll, recruitment and selection, records management and other administrative functions.

Duties and Responsibilities

- Act as backup for payroll, running a complete payroll cycle
- Complete bi-weekly payroll audits
- Assist with all aspects of the recruitment process including pre-screening applicants, scheduling interviews, preparing interview packages and conducting reference checks
- Organize onboarding of staff which includes tracking new hire documents and training, data entry into HRIS and completing onboarding forms and processes
- Data entry into the HRIS system
- Administer employee performance review and employee service award programs
- Responsible for records management and maintains departmental files
- Responds to general HR inquires

Key Competencies and Qualifications

- Degree in Human Resources Management, Payroll or a related discipline with preference given to those who possess a CHRP or PCP designation
- A minimum of one year of demonstrated experience as a Human Resources Assistant or Payroll Administrator including experience utilizing human resources information systems
- Working knowledge of human resources and payroll processes and protocol
- Customer/public relations principles in a service-excellent environment and general knowledge of local government functions/services and legislative/regulatory framework for employment in Ontario
- Demonstrated computer literacy utilizing word processing, spreadsheet, presentation, database software and e-mail.
- Ability to interact effectively and courteously with all levels of staff and contacts in a political and community/client service environment while building cooperative working relationships
- Ability to exercise discretion and judgment when handling confidential/sensitive information and ensure the security of such information/files
- Must be able to promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public.
- Required to complete a Criminal Record and Judicial Matters Check upon hire.

The position offers a salary range of \$52,600 to \$65,750 (2023 rates) plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting file number 2023-HR03 by March 31, 2023 via email to recruitment@townofbwg.com.

Town of Bradford West Gwillimbury, Human Resources Department
125 Simcoe Road, P.O. Box 160, Bradford, Ontario L3Z 2A8
Fax: 905 775-8633

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.