

Human Resources Coordinator (Job # 2025-053-IE)

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| Department: | Office of the CAO |
| Status: | Full Time, Permanent |
| Date Posted: | April 28, 2025, 2025 |
| Date Closing: | May 12, 2025, 4:00 p.m. |
| Number of Positions: | 1 |
| Scheduled Hours/Shifts: | 35 hours per week |
| Salary: | \$64,716 - \$78,737 annually |
| Flexible Working Arrangements: | Yes |
| Vacancy Reason: | New Position |

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

Our HR team is seeking a highly supportive and organized team player who will serve as an essential link to ensuring smooth and efficient operations. We are seeking a HR Professional with expert knowledge working with a Human Resources Information System (HRIS), who excels at accurately entering and maintaining all employee data and someone who has experience with the implementing an Applicant Tracking System (ATS). This pivotal role demands exceptional attention to detail, creativity, and outstanding communication skills to manage a diverse array of daily tasks. If you are looking for an opportunity to forge meaningful connections, support a wide range of HR activities, and make a significant impact on our Town employees, this may be the perfect role for you!

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Reporting to the Director, Human Resources, the Human Resources Coordinator is responsible for the coordination of Human Resources (HR) activities, systems and processes. The role works closely with members of the HR department to provide coordination on recruitment, HRIS data entry and maintenance, new employee onboarding, HR metrics and training and acts as a back-up for payroll processing.

Qualifications and Requirements:

- 3+ years' experience in a related Human Resources role.
- College diploma in Human Resources studies or related studies.
- Experience using a HRIS for tasks including entering new employees, updating all employee information as required and processing employee data.
- Experience with the implementation of an ATS.
- Proficiency in payroll concepts and hands-on experience with processing payroll.
- A CHRP designation is considered an asset.
- Experience with DLGL VIP (HRIS) is an asset.

- Experience in a municipal work environment is considered asset.
- Advanced interpersonal skills, with ability to interact effectively with all staff, elected officials, residents and vendors.
- Ability to build collaborative working relationships, internally and externally.
- Problem-solving skills, discretion and good judgement when handling confidential/sensitive information and communicating with individuals regarding sensitive matters.
- High degree of accuracy, attention to detail and record keeping skills.
- Effective organizational/coordinating and research skills; ability to prioritize work and to work under pressure to meet deadlines.
- Superior customer service orientation with a focus on ensuring effective services; maintain a positive, professional attitude.
- Proficiency in Microsoft 365 and Office applications.

How to apply:

Please forward your resume in confidence by **May 12, 2025, at 4:00 p.m.**, identifying **Job # 2025-053-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.