



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

HR COORDINATOR

Human Resources – Job # P1297e

CLOSING DATE: NOON –DECEMBER 19, 2024

JOB SUMMARY:

This position reports to the Manager, Talent Development.

This position is primarily responsible for administrating and participating in and coordinating the full cycle of recruitment including posting, screening, interviewing, managing candidates and facilitating offers of employment for both union and non-union positions.

This position will also support other areas of Human Resources such as labour relations, employee relations, payroll, benefits and health and safety as needed.

Teamwork with other Human Resources Department managers and staff, corporate departments and union executives is essential to this position.

This is a high-volume administrative role that will be expected to work both independently and to support the Senior Human Resources Coordinators.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

EDUCATION:

- High School graduation or equivalency.
- Must have post-secondary education in a field related to Human Resources.
- Successful completion of the Registered Professional Recruiter (RPR) course or willingness to obtain it.
- CPHR (Chartered Professional Human Resources) designation is an asset.
- Formal courses in customer service is a definite asset.

EXPERIENCE:

- A minimum of two (2) years' experience in a Human Resource environment that includes direct recruitment and selection experience.
- Experience working in a unionized environment is a definite asset.
- Experience in posting positions on various social platforms is an asset.
- Experience giving presentations to groups is a requirement of the position.

LANGUAGE:

- The ability to function fluently in both official languages (English and French) is a requirement. As per provincial language proficiency standards, functional is determined to be at the Intermediate+ (2+) level or higher.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of Microsoft Office such as Teams, Word, Excel, Power Point and Outlook.
- Knowledge of applicable legislation.
- Knowledge of principles, procedures and best practices for recruitment and selection.
- Excellent communications skills, both oral and written.
- Experience utilizing Human Resources related programs including applicant tracking systems (ATS) and HRIS (Human Resources Information Systems)
- Above-average interpersonal skills and organizational ability are required.
- Ability to multi-task in a fast-paced work environment.
- Initiative or ingenuity to resolve frequent minor problems in situations not always covered by established practices, procedures or policies.
- Must have the ability to work independently without direct supervision and prioritize tasks to be completed.

- Errors due to inaccuracy, neglect, or carelessness could result in delays or inconvenience and dissatisfied customers in terms of time or service.
- Should be willing to upgrade skills as required by changes in the workplace.

OTHER:

- Must have a valid New Brunswick driver's license.

CONTACTS:

- Customer service is important to the Corporation and the department. This position requires courtesy, tact, and diplomacy for exchanging information through calls from the public and government agencies. Has frequent internal contact with various personnel within the Human Resources Department and with other Departments of the City. Frequent contact with other corporate employees from all departments with regards to personnel matters.
- Requires behavioral characteristics that reflect the best interest of the Corporation and the Community at large. Confidentiality is paramount to this position.
- Must use judgment in dealing with the public.

CONDITIONS OF WORK:

- The working conditions for this position are as outlined in the City of Moncton policy manual for non-scheduled employees.