

Town of Caledon

make a difference



Job Title: Student, People Services

Closing Date: March 24th, 2025, 12:00 PM EST

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence. Come see how you can ***make a difference!***

Why Work a Summer with the Town?

- Apply learned knowledge and skills in a real-world setting
- Gain valuable field experience in your area of study
- Learn about municipal government structure and processes
- Earn competitive wages, and work full-time hours

The Opportunity

Reporting directly to the Manager, Total Rewards & HR Systems, this role is responsible for a variety of administrative duties within the People Services Department. As the Summer Student, People Services, you will perform the following duties, including but not limited to:

- Support with the end-to-end recruitment life cycle
- Assist with the management the corporate job description library
- Assist with HRIS and Payroll maintenance and audits
- Conduct research and assist with HR Projects
- Develop, maintain and work to improve job related standard operating procedures
- Creates and maintain corporate employee files
- Assists in preparing files for corporate filing system
- Participate in all mandatory training requirements
- Perform additional duties and undertake special projects as assigned



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The Ideal Candidate

We are seeking an enthusiastic student who is returning in Fall 2025 to a post-secondary degree or diploma in Human Resources, or related field. Our ideal candidate has a minimum 1 year of related administrative experience, preferably in a recruitment focused role.

The ideal candidate will have demonstrated the ability to exercise significant discretion and sensitivity. We are seeking an individual with demonstrate superior interpersonal skills including the ability to communicate effectively and work in a team environment and has an understanding of current labour and employment legislation.

This position offers a rate of pay of \$20.62-\$25.77 per hour, based on a 35-hour work week.

Satisfactory proof of schooling or return to school, may be requested.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **March 24, 2025 12:00PM EST.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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