



Town of Erin
Job Description

Human Resources Assistant

Position Title: Human Resources Assistant

Business Unit: Legislative Services

Reports To: Human Resources Generalist

ABOUT US

Nestled on the edge of the Greater Toronto Area (GTA), Erin is more than just a town—it's a vibrant and progressive community that thrives amidst the beauty of rolling hills. As you step into Erin, you'll experience a place on the rise, experiencing explosive growth fueled by its strategic location and forward-thinking approach. The landscape is a testament to nature's artistry, with lush greenery and picturesque views that soothe the soul. But Erin is not just about scenery; it's about progress. With all the amenities of urban living at hand, residents enjoy a quality of life that balances convenience with tranquility. The heartbeat of Erin lies in its infrastructure, continuously evolving to meet the needs of its expanding population. From a state-of-the-art treatment facility ensuring clean water for all, to major water and sewer projects paving the way for future development, Erin is laying the groundwork for a sustainable tomorrow. At the helm of this transformation is a municipal team renowned for its progressive and innovative spirit, driving Erin to become one of Ontario's fastest-growing communities. In Erin, the journey toward progress is as scenic as it is promising, offering a glimpse into the future of modern living intertwined with the beauty of nature.

OVERVIEW OF POSITION

Reporting to the Human Resources Generalist, the Human Resources Assistant plays a vital role in ensuring smooth and efficient operations across key HR processes and will assist with a wide range of HR tasks. This position will also support the streamlining of HR processes. Key responsibilities of this position will include providing administrative support for recruitment efforts, employee onboarding, employee records management, performance management processes, personnel policy administration, employee wellness, employee relations, and other projects as needed. This is an excellent opportunity for a professional looking to grow their career in human resources by gaining hands-on experience in a collaborative environment.

MAJOR RESPONSIBILITIES

- Assist in facilitating the recruitment process, including but not limited to preparing job postings and advertisements, coordinating and scheduling interviews, conducting reference checks, onboarding new hires, and maintaining recruitment activity tracking.
- Support the coordination of routine and special HR initiatives.
- Serve as the primary point of contact for HR department, providing information and directing inquiries to other HR team members as necessary.
- Maintenance of employee and HR records, both physical and digital, ensuring compliance with relevant processes, policies, and regulations.
- Assist with the preparation of ad hoc reports, presentation and meeting materials.

- Provide administrative support to the HR Generalist throughout the annual staff performance evaluation process.
- Perform other administrative duties as assigned.

POSITION REQUIREMENTS

- Successful completion of a college diploma or equivalent in human resources, business administration or relevant.
- **Minimum of 1-3 years of experience in Human Resources Operations; preferably in a municipal environment.**
- Knowledge and experience with HR legislation and programs would be an asset.
- Proficiency in basic MS 365 applications (Outlook, Word, Excel, PowerPoint, Teams e.t.c).
- Experience with design software (e.g., Canva) and backend website editing is an asset.
- Experience in handling sensitive, confidential information.
- Demonstrates strong customer service and interpersonal skills, a professional demeanor, and excellent communication skills, with the ability to communicate effectively and tactfully with employees and external stakeholders.
- Strong organizational skills with a solid knowledge of record-keeping.
- Satisfactory passing of a criminal record check.

WORKING CONDITIONS AND ENVIRONMENT

- Hybrid work environment, including three days spent in-office and two days working from home;
- This position works 35 hours a week, 8:30am-4:30pm, Monday to Friday, however the incumbent may also work outside of regular business hours.
- The salary range for this position is \$59,177.22 - \$69,228.98.
- The Town offers an excellent comprehensive benefit package, and participation in the Ontario Municipal Employee Retirement Scheme (OMERS) pension plan.

If you're passionate about joining our growing, innovative team, don't hesitate to apply! We encourage you to apply by sending your resume to HR@Erin.ca, identifying job title in the subject line; we will accept resumes by 4:00pm on Friday, February 21, 2025. Please save your resume in PDF and save the document in the following format: Full name, Position Title.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Corporation of The Town of Erin celebrates diversity, and we are proud to be an equal opportunity employer. We are committed to creating equitable opportunities and an inclusive environment for all employees and applicants. We make employment-related decisions without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, or veteran status. The foregoing represents a reasonable statement of the requirements of this position. We use the information collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection only. Accommodation is available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act. Please contact hr@erin.ca if you require any special accommodation to apply or interview for this position.