



Administrative Support - Human Resources (Contract)

The City of Orillia is hiring an **Administrative Support – Human Resources (Contract)**

The City of Orillia is less than 90 minutes from the Greater Toronto Area. Even though growth and progress have been strong in recent years, the Sunshine City has worked hard to retain the small-town charm that has captivated generations. The quality of life is unbeatable in this city surrounded by two lakes, where outdoor pursuits are available in all seasons and are enjoyed by both visitors and residents.

The City of Orillia is currently seeking a highly motivated individual to fill the contract position of **Administrative Support, Human Resources** for approximately 18 months for a maternity leave.

Reporting to the Manager, Human Resources the Administrative Support – Human Resources is responsible for the following:

- Assist in the corporate recruitment function including entry of all resumes received for each job competition, contacting candidates for interviews, preparing interview packages, and new employee orientation packages.
- Prepare and maintain full-time, seasonal and part-time contracts for all departments. Ensure all necessary documentation is completed and filed appropriately.
- Maintain the Human Resources Information System (HRIS), including inputting all performance appraisal documents; training records; changes in employee dependent information, contract checklists, emergency contact information and succession planning information.

Candidates must possess a two-year College Diploma in Human Resources or Business Administration with a minimum of one-year working experience in a human resources/payroll environment. This position requires excellent computer skill using MS Office Suite.

The City of Orillia offers a competitive salary, and optional enrolment in the OMERS pension plan. The hourly rate for this position is \$26.69 to \$31.46 pursuant to Class 6 of the IBEW – Clerical and Technical bargaining unit wage grid based on a 35-hour work week.



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Interested candidates with the required qualifications are welcome to submit their resume and letter of interest by **May 26, 2025**.

Applications will only be accepted by applying online at careers.orillia.ca.

We thank all applicants, however, only those selected for an interview will be contacted.

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed 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 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.

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Position Synopsis and Purpose

Reporting to the Manager, Human Resources, the position of Administrative Support - Human Resources is responsible for:

- Assist in the corporate recruitment function including entry of all resumes received for each job competition, contacting candidates for interviews, preparing interview packages, and new employee orientation packages.
- Prepare and maintain full-time, seasonal and part-time contracts for all departments. Ensure all necessary documentation is completed and filed appropriately.
- Maintain the Human Resources Information System (HRIS), including inputting all performance appraisal documents; training records; changes in employee dependent information, contract checklists, emergency contact information and succession planning information.
- Maintain confidentiality/security and retention of corporate personnel files and records in accordance with TOMRMS which includes filing and scanning using the Electronic Management System.
- Monitor and prepare documentation pertaining to employee performance reviews.
- Assist with scheduling meetings by determining location, staff attendance, and meeting set-up/take-down.
- Administrative support for Labour-Management and Health and Safety meetings for the Clerical and Technical employee group.
- Other duties as assigned in accordance with corporate objectives.



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Major Responsibilities

Description	Approx. Time Spent (%)
Administration <ul style="list-style-type: none"> Support the recruitment function by managing the recruitment platform, scheduling interviews, coordinating candidate communications, drafting of employment offers, and preparation of new hire orientation materials. Prepare and maintain full-time, seasonal and part-time contracts for all departments. Ensure all necessary documentation is completed and filed appropriately Serve as the administration for Labour-Management and Health and Safety meetings for the Clerical and Technical employee group. Monitor and prepare documentation for employee performance reviews. 	80%
Policies/Programs/Service Delivery <ul style="list-style-type: none"> Maintain the Human Resources Information System (HRIS), including inputting all performance appraisal documents; training records; changes in employee dependent information, contract checklists, emergency contact information and succession planning information. Other duties as assigned in accordance with corporate objectives. 	20%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Minimum Qualifications

Education (degree/diploma/certifications)

- Two-year College Diploma in Human Resources or Business Administration.

Experience

- Minimum of one-year working experience in a human resources/payroll environment.

Knowledge/Skills/Ability

- Strong interpersonal skills and ability to work in a team environment.
- Excellent time management and ability to handle multiple priorities.
- Excellent computer skills using SharePoint, MS Office applications, including Word, Excel, PowerPoint, Email, and the Internet.



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Physical Demands

- Sitting, standing, or walking. Work is conducted in a standard office environment with continual visual concentration required.

Position Requirements

- Valid Class 'G' Ontario Driver's License and access to a reliable vehicle.
- A current and acceptable Criminal Record Check is required prior to the commencement date.
- Must have a high-speed internet connection and a proper workstation at a home location to enable remote work. Please refer to the Working From Home procedure.



Position Classification

Position Title: Administrative Support, Human Resources	Division: Human Resources
Department: Corporate Services	Classification: IBEW – Clerical and Technical Union
Work Location: Orillia City Centre	Reports to (Direct): Manager, Human Resources
Position(s) Supervised Directly: N/A	Position(s) Supervised Indirectly: N/A
Effective Date: May 2, 2025	Revision Date:
Salary Range: Class 6 – IBEW – Clerical and Technical Union	Hours per Week: 35

Created: May 2, 2025