

Job opportunity

The Corporation of the Town of Orangeville invites applications for the position of

Assistant, Human Resources

Corporate Services department
(18-month contract position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and just moments away from the natural beauty of the Niagara Escarpment, the Town of Orangeville (Town) offers an excellent combination of location, small-town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within Dufferin County.

Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, team and excellence (RITE) aren't just words—they're what we live by every day. They guide how we work together, do what is "RITE", make decisions and support each other. These values form the foundation of our workplace culture, helping us grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

Position description

The Town has a contract opportunity available for the position of Assistant, Human Resources. This is expected to be an eighteen (18) month contract position starting in October 2026. Reporting to the Supervisor, Human Resources (HR) Programs, this position will be providing assistance and support for the Human Resources and Health and Safety functions of The Corporation of the Town of Orangeville, with a main focus on Human Resources.

Job Duties:

- Assisting the Human Resources division with full cycle recruitment including creating job postings within the recruitment software, distribute postings, complete pre-screening interviews, book interviews, organize interview packages; Completing reference checks and police check preparation and prepare employment offer packages for approval.
- Assisting the Supervisor, HR Programs with onboarding new hires including payroll, benefits, and pension enrollment.
- Co-ordinating and facilitating the annual summer student recruitment; Completing the annual grant applications for government funding of student positions.
- Responding to telephone, email and counter enquiries, employee enquiries, as well as inquiries from other organizations and the public. Maintaining the email inbox, Human Resources section of the Town's internet/intranet.
- Leading the annual employee recognition programs and maintaining the service award database.
- Maintaining the Human Resources Information System (HRIS) as part of the full cycle payroll process; Completing all data entry for employee onboarding, offboarding, and other employee changes including annual salary increases

- Tracking documentation within the HRIS and other databases; including, but not limited to, employee information, compensation, new hires, vacation, emergency leave, lieu time, management lieu, and performance appraisals.
- Back up and assist the Supervisor, HR Programs with attendance management and annual system year-end; Maintaining all human resources related records including filing, according to the records management policy.
- Other duties as assigned.

Qualifications:

- College diploma in Human Resources Management.
- One (1) year Human Resources experience in a similar position.
- Previous experience with HRIS, research and analysis.
- CHRP Designation is considered an asset.
- Working knowledge of employment and health and safety related legislation.
- Proficiency in computerized office environment, including proficiency with the following software applications in a Windows environment: MS Word, Excel, PowerPoint, SharePoint and human resources and/or payroll related databases.
- Strong interpersonal, communication, customer service and project management skills.

Successful candidates will be required to complete a background check, including but not limited to a Criminal Record Check in accordance with the duties of this position.

Salary range: \$63,817.57 to \$74,657.49, band 7 on the Town's 2026 pay grid plus a contract benefits package.

Qualified candidates are invited to apply no later than 4 p.m. on September 2, 2026. Applications may be submitted online, at orangeville.ca/jobs or in person at Town Hall on 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town and its people, several screening tools, including police record checks, may be required as part of the hiring process for certain employment or volunteer positions. When requested, applicants are required to provide a police record check as a condition of their offer of employment. Police record checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of police record check required will be indicated in the job posting qualifications.

The Town is an equal opportunity employer. Accommodations are available for all parts of the recruitment process, and applicants are asked to make their needs known in advance. By submitting your personal information to the Town, you consent to the collection, use and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town. Questions about this collection should be directed to the manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.

The Town recruitment software has applicant tracking capabilities, including the use of artificial intelligence (AI) to assess applications.

Questions about this posting?

Human Resources, Town of Orangeville
Email: hr@orangeville.ca
Phone: 519-941-0440 ext. 7304