



Recruitment Coordinator (Contract - Up to 1 Year) - Job ID #2744

Job Title	Recruitment Coordinator (Contract - Up to 1 Year)	Status / Job Type	Contract Full Time
Commission	CAO & Mayor's Office	Department	Human Resources
Union Affiliation	NON-UNION - CONTRACT FULL TIME	Number of Openings	1
Rate of Pay	\$31.82 to \$39.78	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Oct 29, 2026
Existing Vacancy	Replacement	Closing Date (4:30 pm)	Nov 5, 2026

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. At the City of Brantford, we strive to reflect our values of Integrity, Collaboration, Continuous Improvement, Respect and Inclusion in everything we do. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Human Resources Services, the primary focus of the Recruitment Coordinator is to lead the seasonal, summer student, and part-time recruitment process. The Recruitment Coordinator is responsible for the recruitment and selection process from posting positions through to the onboarding procedures. In addition, the Recruitment Coordinator works collaboratively with the Human Resources Services Team, to assist the Human Resources Generalist and Human Resources Business Partners with research and a variety of departmental projects including administrative duties. This position must be available to occasionally work evenings and weekends to conduct interviews.

Qualifications

- Candidates must possess a three (3) year College diploma or University degree in a related field and preferably hold, or working towards a Certified Human Resources Professional (CHRP) or Certified Human Resources Leader (CHRL) designation
- A minimum of one (1) year experience with recruitment and selection, preferably in a unionized environment
- Proficiency in MS Office and strong customer service skills are required

- The ability to multi-task and prioritize duties, work effectively as part of a team and meet deadlines is essential
- Must be committed to professionalism and teamwork; possessing a comprehensive knowledge of contemporary HR practices and legislation with a strong emphasis on customer service
- Excellent organizational skills and strong communication skills are required
- The successful candidate must hold a valid class G Ontario Driver's License in good standing during the course of employment and have access to their own transportation to travel between corporate facilities

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.