CORPORATION OF THE TOWN OF TILLSONBURG

INTERNAL/EXTERNAL
JOB POSTING

POSITION: Human Resources Generalist

DEPARTMENT: Human Resources

LOCATION: 200 Broadway

STATUS: Full Time (40 hours/week)

REPORTS TO: Manager of Human Resources

GRADE: 8 ($27.19 to $32.95)

POSTING #: HR 8.20

POSTING PERIOD: January 23, 2020 to February 6, 2020

NOTE: Interested applicants are invited to submit their resumes in confidence to the Manager of Human Resources by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.
GENERAL STATEMENT OF DUTIES:
Responsible for, recruitment, maintaining and updating benefit, pension and HRIS databases, as well as employee files, and biweekly payroll processing. Duties also include assisting with a variety of other human resource functions, where necessary.

QUALIFICATIONS:
- College Diploma in Human Resources, Business Administration or related discipline.
- Payroll Compliance Practitioner (PCP) certification an asset.
- Certified Human Resource Professional (CHRP) or (CHRL) or working toward.
- Two (2) years of Human Resources/Payroll experience.
- Excellent interpersonal skills.
- Ability to meet multiple deadlines and deal with a variety of issues at one time.
- Ability to establish and maintain effective working relationships.
- Ability to prioritize.
- Excellent organizational skills.
- Able to deal with matters of sensitive nature and maintain confidentiality.
- Works well as a team member.
- Excellent working experience with MS Office Suite, Windows, Internet, HRIS and payroll system.
- Able to implement appropriate conflict resolution strategies

POSITION RESPONSIBILITIES
- Administration of biweekly payroll functions, including reviewing, processing and submission of payroll within deadline.
- Responsible for onboarding process including employee sign on, orientation, entering information into applicable systems, etc.
- Oversee records management with regard to all personnel related documentation.
- Maintain applicable databases, keeping records accurate and updated.
- Facilitate full cycle recruitment including shortlisting, interview coordination/set up and participation, referencing, and recommendation.
- Assist with benefit and pension administration
- Assist with labour relations.
- Assist in the resolution of employment related matters concerns.
- Assists with disability management (WSIB, STD, LTD, etc) and the Return to Work Program for employees with work related accidents and illnesses and for employees absent due to non-work related accidents and illnesses.
- Ensure compliance with the following: Ministry of Transportation for driver’s abstract inquiries, Ministry of Finance for garnishment deduction and remittance,
Service Canada for reporting new employees and record ROE preparation and submission, Vulnerable Sector screening administration.

- Provide support for other administrative HR functions.
- Responsible for employee reward and recognition program.
- Coordinating employee events (BBQ, meetings, etc).
- Coordinate with community partners.
- Adheres to all policies and procedures of the Town educating employees on the importance of following policy promoting a healthy work environment.
- Continuous education to be current with appropriate regulations/legislation
- Performs other duties as assigned.