



EMPLOYMENT OPPORTUNITY

The Town of Pelham, People Services department is now accepting applications for the following position:

People Services Administrator

Reporting to the Manager of People Services, the People Services Administrator is responsible for a range of generalist duties to support the human resources and health and safety functions for the Town. This position assists with recruitment and staff training, health and safety initiatives, the development and interpretation of policies, labour relations, and acts as an administrative support to the department.

What You Will Do:

- Maintain accurate digital and electronic employee records, including the HRIS database, in accordance with the file classification system and records retention policies
- Assist with the recruitment process by posting job advertisements, identifying candidates, conducting interviews, performing reference checks, issuing employment contracts, and conducting orientations
- Administer the documentation of health and safety incidents as recorded by Town staff and visitors. Complete and submit WSIB forms and assist with the return-to-work process
- Assist staff with the interpretation of various Town policies, benefit programs, the employee handbook and the collective agreement
- Coordinate special projects including the employee recognition program and engagement surveys
- Assist with regular research and compliance initiatives regarding human resources and health and safety issues
- Assist with labour relations issues in a consistent manner and in compliance with the collective agreement, practices, policies and case law
- Produce and submit reports on general employee activity including vacation, lieu and sick time usage. Create various documents including letters of employment, annual salary increase notifications, and disciplinary letters as required
- Coordinate training seminars and ensure employee certifications, licenses and training requirements stay current

- Assist with performance management procedures and internal investigations as required
- Schedule meetings, interviews and events, and maintain the department's calendar
- Make purchases and process the corporate purchasing card for the department
- Provide backup to payroll as needed and complete other related duties as assigned

What We're Looking For:

- Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We do still encourage you to apply as you may have other relevant expertise and experience to bring to the role
- Post-secondary education in Human Resource Management, Occupational Health and Safety, Labour Relations, or related field
- 2 years of related experience, preferably in a municipal setting
- Certified Human Resources Professional (CHRP) designation and JHSC Part 1 and 2 certifications are preferred
- Ability to deliver top-notch customer service and build strong relationships
- Ability to handle sensitive information with discretion
- Excellent written and verbal communication skills
- Strong organizational and time management skills and meticulous attention to detail

What's In It For You:

- A competitive salary ranging between **\$65,917 to \$77,114** with a 35-hour work week (primarily 8:30am to 4:30pm Monday to Friday). Occasional work outside of normal working hours may be required.
- Fully paid, comprehensive group benefits including an annual \$500 Healthcare Spending Account and participation in the OMERS pension plan
- Work-life balance with our hybrid work environment
- Professional development training opportunities
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Resumes may be submitted directly to the Manager of People Services at hr@pelham.ca by 4:30pm on **Friday, January 31, 2025**.

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.



In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

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

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.