



CITY OF THOROLD Human Resources Coordinator

Working for City of Thorold

By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region.

Working with us means a great pension, superb benefits package and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

We are proudly home to Canada Games Park, an internationally recognized and certified athletics and wellness facility. Our 300+ acres of parks and trails, two community centers, two arenas and outdoor pool are what makes Thorold the ideal place to build your career.

Position Summary

Reporting to the Manager of Human Resources, the Human Resources Coordinator provides confidential, accurate and efficient administrative and technical support to the Human Resources Department as well as assistance to prospective candidates and City staff. This position will facilitate the administration of the full cycle recruitment and on-boarding process.

The City of Thorold invites you to submit your resume if you possess:

- Post-secondary diploma or degree in Human Resources Management
- Minimum of two (2) years Human resources experience, preferably in a unionized municipal setting
- Certified Human Resources Professional (CHRP) designation is preferred
- Working knowledge of Microsoft programs including Word, Excel, PowerPoint and Outlook
- Excellent organizational, time management, communication and interpersonal skills
- Excellent customer service
- Valid Class "G" drivers licence in good standing and access to a vehicle preferred

ADDITIONAL INFORMATION

- Typical office environment,
- Able to work under minimal supervision
- Mental and visual concentration
- May experience conflicts and argumentative situations

The salary range for this position is **\$69,474.00 - \$80,425.00**, includes a comprehensive pension and benefits package as well as a hybrid work policy. A job description is available on the City website at www.thorold.ca .

Interested candidates are invited to submit their detailed resume and cover letter to the Manager of Human Resources at hr@thorold.ca no later than **Sunday February 25, 2024**. Please indicate the position you are applying to in the email subject line. Only those applicants selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. Please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.