

**HUMAN RESOURCES COORDINATOR**

**TEMPORARY, FULL-TIME, POSITION BASED IN DRYDEN, ONTARIO**

**ONE (1) YEAR CONTRACT – POTENTIAL FOR EXTENSION**

**COMPETITION #ADM 21-94**

Dedicated to improving lives, the Kenora District Services Board (KDSB) is the integrated service delivery agency providing help and support when you need it. With forward thinking and engaged employees, we deliver Ontario Works, Social Housing, Early Learning and Child Care, and Land Ambulance to current and future clients.

We are currently seeking to hire a **temporary, full-time Human Resources (HR) Coordinator** located in **Dryden, Ontario** to join our Administration team. Our employees enjoy a healthy work environment, development opportunities, and an opportunity to make a difference in the lives of others.

Reporting to the Manager of Human Resources, the HR Coordinator is responsible for providing a consistently high level of transactional HR support that will contribute to providing consistent HR services for the organization.

Key responsibilities include:

- Provide support in various areas of HR, including but not limited to, leaves management administration and tracking, recruitment and selection, health and safety, labour relations, employment legislation, and policy writing, data entry, file maintenance, and preparing correspondence.
- Preparing job postings, arranging for posting and distribution of job vacancies, shortlisting applicants, scheduling and participating in interviews, administering employment testing, conducting reference checks, and preparing offer letters and employment contracts.
- Assisting in the reporting and ongoing case management of occupational and non-occupational injuries, illnesses, and/or accidents.
- Conducting research to ensure the organization's compliance with applicable employment-related legislation and assist with the development of policies and directives.
- Creating and maintaining accurate, current, and complete HR filing systems and personnel records using standardized filing methods.
- Providing support within the HR department by processing incoming and outgoing mail, drafting and reviewing correspondence, job descriptions, forms, and reports, and scheduling meetings.
- Responding to HR inquiries from department managers, employees, outside organizations and the public, referring to appropriate individuals when needed.

Successful candidates will have:

- Extensive working knowledge within the Microsoft Office Suite, specifically Word, Excel, and Outlook.
- Ability to exercise sound judgement and problem-solving skills.
- Working knowledge of an HRIS is beneficial, specifically Workforce Management (Sparkrock).
- Excellent organizational and time management skills to work under pressure in a busy office environment with multiple deadlines.
- Ability to work efficiently individually and as part of a team, with minimal supervision.
- Interpersonal skills to deal with people at various levels internal and external to the organization in a tactful, diplomatic, and professional manner.
- Ability to maintain strict confidentiality and handle personal and sensitive information.
- Thorough knowledge of employment-related law and legislation and the ability to interpret policies, procedures, and other related HR documents (i.e. Collective Agreements).

Qualifications will include:

- A diploma or degree in HR or Personnel Administration from a recognized post-secondary institute.
- 1-2 years' experience in multiple areas of HR.
- Experience in an office environment and the ability to use general office equipment is required.
- Work experience in the municipal or public sector would be an asset.

For this position we offer a salary ranging from \$67,619.50 - \$80,218.91 per annum.

Interested candidates are invited to submit a cover letter and resume, by email, referencing the competition number in the subject line of the e-mail, on or before **Monday, December 6, 2021 at 4:00pm local time** to the:

Human Resources Department  
Kenora District Services Board  
Email: [hr@kdsb.on.ca](mailto:hr@kdsb.on.ca)

While all responses are appreciated, only those applicants selected for an interview will be contacted.

Confidential information provided by applicants will be used for the purpose of this competition only and will be protected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

The KDSB will make accommodations available wherever possible to applicants with disabilities upon request during the recruitment process. The KDSB is an equal opportunity employer.