Human Resources Coordinator

Temporary / Full-Time
Immediate Start & Tentative End Date: June 30, 2027

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Position Summary:
Reporting to the Human Resources Generalist, the Human Resources Coordinator provides administrative and operational support across all Human Resources functions within the Township. Key responsibilities include coordinating full-cycle recruitment, conducting interviews, facilitating onboarding and orientation, supporting attendance management, maintaining personnel records, and assisting with performance management tracking. The role also assists with Joint Health and Safety Committee ("JHSC") activities, coordinates training initiatives, and supports staff activities and corporate events.

Duties & Responsibilities, but not limited to:

Recruitment, Orientation & Onboarding

- Leads and administers full-cycle recruitment for all Township positions under general direction of Human Resources Generalist, including job postings, applicant screening, interview coordination, any testing coordination, and offer preparation.
- Conducts interviews as part of the hiring panel.
- Prepares employment documentation, contracts, and onboarding materials.
- Coordinates recruitment processes in accordance with Township policies and applicable legislation.
- Coordinates and delivers new hire orientation and onboarding programs.
- Liaises with hiring managers to support timely and effective hiring decisions.

Attendance Management

- Tracks attendance trends, leaves of absence, sick time, and documentation.
- Assists supervisors with attendance processes and required documentation.
- Updates and maintains yearly paid time off entitlements for all staff.
- Maintains accurate and confidential attendance data.

Records Management

- Maintains up to date personnel files using existing filing systems.
- Ensures compliance with *MFIPPA* and Township records and retention schedules.
- Prepares reports and summaries using spreadsheets and manual tracking tools.

Performance Management Support
- Tracks completion of annual, probationary, and periodic performance review.
- Provides administrative support for scheduling, communication, and documentation.

Payroll Support
- Gathers, verifies, and complies timekeeping records for staff and submits them to payroll for processing.
- Processes wage progression increases accordingly.
- Assists with verifying payroll information for accuracy.

Health & Safety Administration
- Serves as a resource to the JHSC by providing guidance and advice and provides administrative support including meeting coordination, agendas, minutes, and documentation.
- Tracks JHSC inspections, ensures follow-up actions are completed, maintains related records.
- Maintains and distributes JHSC minutes and ensures required postings are completed.
- Assists and tracking and monitoring worker accidents/incidents to determine cause and recommend correctives and preventive measures.

Training & Development
- Coordinates staff training sessions, including registration, scheduling, communication, and logistics.
- Maintains paper or digital records of training completions.

Staff Activities & Corporate Events
- Plans and coordinates staff activities, engagement events, wellness initiatives, and recognition programs.

General HR Support
- Responds to staff inquiries about HR policies, procedures, and general HR matters.
- Assists with updating HR policies, procedures, forms, and communications.
- Supports departmental projects, audits, and corporate HR initiatives.

Qualifications, Skills, Knowledge, Abilities:
- Completion of post-secondary education in Human Resources, or a related field or equivalent combination of education, training, and experience may be considered.
- Minimum 3 years of Human Resources experience, with demonstrated full-cycle recruitment experience and the ability to manage multiple concurrent competitions.
- Experience working in a municipal sector is an asset.
- CHRP designation (completed or in progress) and JHSC certification considered an asset.
- Good working knowledge of relevant employment legislation including *Employment Standards Act, Occupational Health and Safety Act*, *Human Rights Code*.
- Experience with timekeeping systems and manual or digital filing/recordkeeping processes.

- Excellent administrative, customer service, analytical, and critical thinking, judgement, problem solving, time management, organizational skills, initiative, communication, and interpersonal skills with high attention to detail.
- An ability to work independently with minimal supervision.
- High level of discretion and ability to handle confidentiality
- Proficiency with MS Office and HR information systems.
- Valid Ontario Class G Driver's Licence and reliable vehicle for business use.
- Submit satisfactory Criminal Records Check upon hire.

Compensation: $31.82 to $39.78 per hour (2026 rates) plus 4% vacation pay. Eligible to enroll in OMERS pension plan. Access to Employee & Family Assistance Program.

Contract Term: This is a temporary, full-time position with an anticipated contract end date of approximately June 30, 2027, subject to operational needs. This is an existing vacancy with an immediate start preferred.

Work Schedule: Monday to Friday, 8:30am to 4:30pm (35 hours per week).

Location: On-site, 7855 30th Sideroad, Alliston, Ontario.

How to Apply: Interested applicants are invited to submit their resume and cover letter to HR@adjtos.ca with "HR Coordinator" in the subject line by 9am October 26, 2026.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources.

We use AI-enabled tools to help screen and sort applications based on job-related criteria. All final hiring decisions are made by our human recruitment team.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with Municipal Freedom of Information and Protection of Privacy Act.

We thank all those who apply, but only those selected for an interview will be contacted.