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| POSITION TITLE: | HR Coordinator | POS. NO: | 192 |
| DEPARTMENT & DIVISION: | Human Resources | EFFECTIVE DATE: | March 5, 2026 |
| REVIEWED OR AMENDED DATE: | Created/Reviewed: March 5, 2026 | APPROVED BY: | Senior Manager of Human Resources |

POSITION FUNCTION

Reporting to the Senior Human Resource Manager, the HR Coordinator plays a vital role in supporting the daily operations of the human resources department. This position serves as a key resource for employees and the HR team across all HR functions. This position requires a high level of organization, client support, attention to detail, records management, project planning, problem-solving skills, and a high level of confidentiality. The individual must have excellent time management, able to work independently and within a team, high level of customer support, meet deadlines and efficiently manage tasks with minimal supervision.

KEY DUTIES

- Human Resources duties:**
- Supports hiring managers through full-cycle recruitment processes, including updating job descriptions, drafting job postings, scheduling interviews, and preparing and sending offer letters.
 - Supports hiring managers by tracking probationary periods, coordinating probationary performance reviews, and preparing employment confirmation letters.
 - Administers new employees onboarding to ensure a positive and consistent employee experience.
 - Perform administrative duties, including maintaining organizational charts, emergency contact databases, reconciling monthly purchase and invoices, coding HR invoices for processing.
 - Assists with the development and coordination of corporate training and HR specific events.
 - Maintains accurate documentation of all employee training, certifications, and expiry dates, including first aid, WHMIS, confined space, fall protection, as well as audits and inspections.
 - Maintains accurate HR records including confidential personnel files and complies with the retention and destruction cycle of records.
 - Maintain accurate and up-to-date records related to WorkSafe BC and long-term disability claims.
 - Create and review a variety of technical and paralegal letters, memos, reports, and forms from various sources, including confidential correspondence, union correspondence, counsel reports and other technical documentation.
 - Prepares statistical and compliance reports, including the Statistics Canada job vacancy and wage surveys, municipal salary and benefit surveys and other relevant reports.

- In collaboration with Payroll, sends quarterly reports to managers and directors on topics related to HR including sick leave utilization, vacation, attendance management, and Time Off in Lieu (TOIL) banks.
- Maintains and updates HR templates and other HR resources including HR's webpages and intranet sites.
- Participate and provide administrative support for JOHSC, labour management and other HR specific meetings.
- Monitoring human resource related queries via email, in person, phone, etc. including working closely with team members on HR process and issues.
- Provide a high level of client support and service in dealing with all aspects of HR issues and requests, including management requests, employee concerns, and inter-departmental case management.
- Participate in all aspects of collective bargaining, including package preparation, documentation tracking, correspondence, minute taking, and meeting coordination.
- Maintain and oversee office administration.

INDEPENDENCE

- Issues such as difficult public requests are referred to the Supervisor or senior department staff.
- Liaises with other departments and outside agencies as required.
- Work on project-based tasks with minimal supervision.

WORKING CONDITIONS

Physical effort:

- Sit with arms unsupported for short periods; dexterity for typing, filing and answering phones; stand for short periods. (frequent)

Mental effort:

- Interruptions from telephone, email, and counter enquiries. (frequent) Conduct yourself tactfully and courteously when handling complaints and negative comments. (periodic)

Visual/auditory effort:

- Respond to telephone calls and counter enquiries; focus on computer. (frequent)

Work environment:

- Office
Some evening work required.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

- Model the Township’s core values in all program activities.
- Excellent knowledge of general office/ administration function and client reception.
- Excellent customer service skills both in person, email, and on the telephone.
- Demonstrated ability of general understanding of human resources practices and processes.
- Demonstrated ability to work well as a part of a team.
- Ability to manage projects, multi-task, organize and prioritize work.
- Ability to communicate effectively with elected officials, government officials, business representatives and the public in a courteous, thoughtful, and tactful manner.
- Ability to maintain confidentiality of oral and written information, both internal and external, which is sensitive or confidential.
- Ability to draft letters and reports and to maintain accurate records and files.
- Experience working with databases and online systems.
- Proficient in Office Suite software applications (e.g. MS Word, PowerPoint, Excel and Outlook) and ability to operate standard office equipment.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

- High school graduation; with one-year applicable post-secondary education.

Experience:

- 3 years of related experience. An equivalent combination of education and experience may be considered.

Preferred Qualifications:

- Human Resources courses and/or experience
- Administrative courses and/or experience

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