

The District Municipality of Muskoka
is currently recruiting for an
HR Assistant



What this Position is All About:

The HR Assistant is a hands-on representative of the Human Resources (HR) department whose job entails day-to-day administration of HR services including; maintaining the HR information system (HRIS), supporting the staffing and recruitment administrative processes; providing administrative support to the HR team; liaising with Payroll; maintaining departmental records; and the administration of benefits programs and the OMERS pension plan.

The work of this job is fast-paced and requires an individual who prides themselves on their ability to handle a high volume of tasks with a focus on detail, accuracy and timeliness.

As the first point of contact for the HR Department, the HR Assistant is responsible for receiving, assisting and communicating with employees, management, job candidates and other members of the public via phone, email and in person. The successful incumbent will be able to exhibit exceptional customer service skills while balancing the need to maintain confidentiality at all times and be tactful in sensitive situations.

On a Practical Level, What the Job Does:

Reporting to the Manager, HR, the Assistant will:

- Maintain timely and accurate employee information in the HRIS (InfoHR) and liaise with Payroll; including setting-up new employees and processing related changes.
- Assist with the administration of the staffing process (maintaining the internal and external career pages, receiving and sorting resumes, helping coordinate interviews, preparing interview packages, initiating reference check and exit interview processes, preparing standard offer packages, etc.)
- Administer the employee benefit programs, OMERS pension plan and initiate STD/LTD claims.
- Prepare and maintain documentation of the full employee lifecycle; new hires, transfers, and terminations.
- Provide administrative support/ coordination for the HR team
- Maintain employee and departmental files and record keeping systems
- Process invoices and education reimbursement requests for approval and ensure policy compliance.
- Administer sick leave, short term disability and long term disability claims and liaise with related service providers
- Support the summer student recruitment and onboarding program
- Coordinate and support employee related events including; long service awards, retirement information sessions, and other staff appreciation events.
- Assist in the coordination and implementation of various HR projects and assignments.
- Assist in the maintenance of the District's internal and external websites.

What You will offer to Us:

You are highly organized, able to succeed in a fast paced environment, and know the importance of exceptional HR customer service. You have good interpersonal skills and are able to work both independently and as a member of a small team. You are able to effectively prioritize, juggling multiple tasks, often with competing deadlines. Being technologically proficient with the ability to adapt to new systems and processes with ease will serve you well in this role as we are a digital team.

On the practical side, you will have completed a three (3) year post-secondary program, preferably in Human Resources, benefits administration or another comparable field. It is considered an asset if you are pursuing your CHRP designation. You will bring to us 1-2 years' of related HR experience. Past experience working in/ maintaining an HRIS system will be to your advantage in this role as will experience with benefit and pension plan administration.

What We Offer

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The Annualized Salary range for this non-union staff position is: \$ 44,572 - \$ 52,478

How to Apply



If you have the necessary skills, experience and qualifications, and can support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “**How to Apply**” instructions on our Website and then submit your application: <https://www.muskoka.on.ca/en/district-government/Career-Opportunities.aspx>

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

Interviews for this role are anticipated to take place the week of March 23rd.

POSTING CLOSING DATE: Wednesday, March 11, 2020 @ 12:00 NOON

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process.

Any questions regarding this posting should be directed to the Human Resources Department.