

Position: Human Resources Coordinator
Category: Permanent Full-time, 35 hours a week
Salary: Pay Band 10, \$35.09 to \$41.04/hour

Applications are now being accepted for the vacant, permanent full-time position of Human Resources Coordinator.

Deadline for applications: Thursday, September 17, 2026, at 3:00 PM

ABOUT THE MUNICIPALITY OF WEST GREY

With a population of over 13,500 the Municipality of West Grey is the largest geographic municipality in Grey County (876 square kilometres), with the River Styx and Rocky Saugeen, Beatty Saugeen and South Saugeen Rivers being the connecting links between our rural communities of Elmwood, Durham, Neustadt and Ayton.

The Municipality delivers key services to our fast-growing population including: two water systems; three landfill sites; three library branches; several community centres, arenas and parks; three fire stations; West Grey Police Services; 114 bridges; 700+ kilometres of roads and 23+ kilometres of sidewalks.

JOB OVERVIEW

Reporting to the Chief Administration Officer (CAO), the HR Coordinator is responsible for supporting daily operations of the Municipality of West Grey. This position ensures that HR processes are running smoothly and efficiently.

JOB DETAILS

- Complete full-cycle recruitment and selection processes in an objective and transparent manner (including preparing and posting job vacancies, receiving and pre-screening applications, circulating interview materials, administering reference checks, preparing employment offers).
- Coordinate onboarding and offboarding process, including preparing documentation and conducting orientation sessions.
- Act as primary contact for staff inquiries, concerns, and complaints for HR related matters.
- Assist in developing and maintaining HR policies in alignment with municipal bylaws and provincial legislation.
- Administer the return-to-work and workplace accommodation for all employees.
- Assist the Joint Health and Safety Committee with meetings and overall compliance with health and safety regulations.
- Organize mandatory training: WHMIS, AODA, Health and Safety and Respectful Workplace. Track employee certifications and coordinate renewals.
- Support and provide technical advice to management in handling human resources related matters.
- Digitize HR records and maintain personnel files, including but not limited to job descriptions, employment records, performance evaluations, training records.

- Support benefits administration, including enrollments, changes, and inquiries.
- Coordinate the Municipality's long-term, service awards/recognition program.
- Coordinate employee engagement initiatives, training sessions, and organizational events.
- Ensure compliance with labour laws and internal policies.
- Responsible for effective claims management.
- Collaborate with payroll and other departments to ensure accurate employee data and timely processing.
- Generate, analyze and provide HR reports on key metrics such as employee turnover, recruitment statistics, and compensation data to assist in the development of policies, procedures, programs, and services for the Municipality.
- Provide budget support to the Senior Management Team relating to staffing.
- Represents the Municipality of West Grey on the Grey County Joint Accessibility Advisory Committee.

KNOWLEDGE, TRAINING AND QUALIFICATIONS

- Post-secondary education in Human Resources or Business Administration with a focus in human resources, health and safety, disability management or related discipline is required.
- Certified Human Resources Professional (CHRP), Canadian Registered Safety Professional designation, or equivalent is considered an asset.
- Certificate in Disability Management, or Joint Health and Safety Committee Certification, is considered an asset.
- Minimum two years human resources experience, preferably in municipal environment.
- Experience with payroll and using an HRIS platform is considered an asset.
- Working knowledge of HR legislation in Ontario, including but not limited to the Employment Standards Act 2000, Occupational Health and Safety Act, Accessibility for Ontarians with Disability Act, Ontario Human Rights Code, WSIA, other applicable legislations and regulations.
- Ability to build relationships, has collaborative approach and thrives in a team-oriented environment.
- Confident and effective communication skills.
- Strong analytical and critical thinking skills.
- Demonstrates discretion and upholds the highest standards of confidentiality.
- Ability to be flexible.

WORKING CONDITIONS

This position is based both in a climate-controlled office environment, with regular work hours being Monday to Friday. Frequent computer work with a need for visual and mental concentration is required. This role requires interaction with the public and the incumbent should be prepared to deal with occasional stressful encounters.

EQUAL OPPORTUNITY EMPLOYER

The Corporation of the Municipality of West Grey is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal status, or any other legally protected factors. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.

HOW TO APPLY

Interested individuals having these qualifications are encouraged to email a cover letter and resume to: hr@westgrey.com

We thank all applicants who apply, however, only those considered for an interview will be contacted. It is the policy of the Municipality that all persons considered for employment are required to provide the Municipality with a criminal record check by the police force responsible for the jurisdiction of their residence. The Municipality of West Grey is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Grey will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.