

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 61,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

HUMAN RESOURCES GENERALIST Permanent Full Time

JOB ID: C52-22	LOCATION: Remote & 30 Centre Street., Orangeville ON
JOB TYPE: Permanent Full Time	DEADLINE TO APPLY: 4:30 p.m. on July 4, 2022

Reporting to the Human Resources (HR) Manager, the HR Generalist is responsible for all facets of the recruitment and selection process, including new employee orientation. The HR Generalist also plays a key role in the areas of training, wellness, diversity and inclusion, onboarding and HR communications.

What you'll do

- Responsible for all aspects of the recruitment process for non-union and union positions including: create, post and update job postings, screen resumes, prepare interview questions, conduct interviews with department managers/supervisors, manage testing processes, perform reference checks, prepare offer letters, inform candidates if not successful, and maintain record of new hires;
- Perform and facilitate new hire orientations and onboarding including completing all forms relating to pay and taxes, pension and benefits, and explaining key policies and procedures of the County of Dufferin;
- Track required documentation upon hire, such as Police Vulnerable Sector Check, proof of credentials, etc.;
- Coordinate the hiring and re-hiring of students and seasonal employees;
- Perform exit interviews and manage exit interview statistics, including compiling results;
- Assist the People and Equity department with projects and other duties as assigned.

What you'll bring

- College diploma (two years) or equivalent with Human Resources Management Certificate preferred;
- Human Resources designation through Human Resources Professionals Association (HRPA) or Ontario Municipal Management Institute (OMMI);
- Minimum two years' experience working in Human Resources, preferably in a municipal setting;
- Recruitment experience that embraces diversity, equity and inclusion strategies;
- Proficient with Microsoft Office Suite;
- Excellent customer service and communication skills, including the ability to handle sensitive information;
- Suitable work from home environment including reliable high speed internet.

What we can offer YOU!

- A competitive hourly wage ranging between \$36.01 – \$42.13
- Comprehensive health benefits and enrollment in a defined benefit pension plan
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we have made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and

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fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of our region.

Please note that the County of Dufferin requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of employment and must provide proof of fully vaccinated status, or provide proof of a medical or Human Rights Code exemption, prior to starting employment.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

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