

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following vacancy:

Human Resources Analyst

Temporary, full-time position (approx. 12 month contract)

Reporting to the Manager of Human Resources, the Human Resources Analyst will support and/or perform Human Resources reporting requirements, including employee attendance data, business plan data, information for collective bargaining, and completing surveys.

As part of the implementation team of the new HRIS, you will educate the end users with parts of the system that pertain to them, adapt training and implementation manuals for the customized system, and investigate and resolve HRIS related problems in collaboration with the appropriate parties internally or externally. You will also provide backup reception coverage for the County of Northumberland's main reception and may be required to assist with various other Human Resources generalist duties and special projects or initiatives.

Qualifications & skills:

- A University degree or College diploma in Human Resources Management;
- Certified Human Resources Practitioner (CHRP) designation;
- Certificates in HRIS or other related systems and LEAN are considered assets;
- Knowledge of employment legislation such as the Human Rights Code, Labour Relations Act, Workplace Safety and Insurance Act, Employment Standards Act, Health and Safety Act, and Accessibility for Ontarians with Disabilities Act;
- A minimum of 3 years' experience in Human Resources, including demonstrated experience in HR systems, including employee data, payroll and benefits, and attendance management, preferably in a municipal environment;
- A strong team player who is enthusiastic, resourceful and a results-driven professional with a strong attention to detail;
- Demonstrated proficiency with Microsoft Office Suite.

The successful candidate will also be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.doc or .docx) or Adobe (.pdf)).

Please indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Friday, June 14th, 2019** to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberlandcounty.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberlandcounty.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.