



OPPORTUNITY

(External - Main)

DATE OF POSTING: **Monday, May 14, 2018**

POSITION: Human Resources Coordinator

POSTING NUMBER: 2018- 24

AVAILABLE: Immediately

LOCATION: 80 Chatham Street

EDUCATION AND EXPERIENCE REQUIRED:

- Certificate in Human Resources from a community college/university.
- Certified Payroll Management Program certificate
- Health and Safety Certification Program Part 1 and 2
- Experience in administration of a Collective Agreement.
- Five years progressive experience in an HR capacity.

RESPONSIBLE TO: Director of Administration and Quality Assurance

MAJOR RESPONSIBILITIES

Recruitment and Selection

Employee/Labour Relations

- Develop and maintain liaison with Unit Managers and Directors regarding Human Resource issues.
- Develop and maintain liaison with Union representatives; attend Union/Management meetings.

APPLICATION:

Applications in writing, with resume and references will be accepted electronically at:

**Human Resource Department
Brant Family and Children's Services**
70 Chatham Street, P.O. Box 774
Brantford, ON N3T 5R7
Email: employment@brantfacs.ca

CLOSING DATE:

Friday, May 25, 2018 @ 4:30pm