

Job Posting

- POSITION:** **Human Resources Consultant – Human Resources**
Temporary Part-time – Peterborough Office (12 months)
- COMPETITION #:** N2101
- DESCRIPTION:** Working closely with the Human Resources Supervisor, the HR Consultant, provides proactive HR expertise and support in training, rewards and recognition, health and safety, HRIS system and recruiting through the development and coordination of sound systems that support the advancement of the Society's values and strategic directions. The incumbent provides proactive Human Resources expertise in the support of payroll, benefits and pension. As a front-line contact for Human Resources provides exceptional customer service and uses Human Resources expertise to identify and appropriately manage sensitive and/or critical issues. Provides generalist Human Resources expertise in supporting the overall Human Resources functioning, under the direction and guidance of the Human Resources Supervisor. The HR Consultant will also provide seamless coverage for other team members in the HR department.
- COMMENCING:** ASAP
- SALARY:** \$67,134 - \$81,971 (will be pro-rated to PT hours)
- QUALIFICATIONS:**
- 3 year diploma/degree in Human Resources Administration
 - Certified Human Resources Professional designation obtained or in progress
 - 3-5 years of progressive experience in similar human resources function, including experience in payroll, benefits and pension function
 - Broad HR experience, including recruitment and selection, attendance management, HRIS management required
 - Experience working in a unionized, non-profit organization is an asset
- APPLICATION:** Applications, quoting competition number N2101, may be submitted no later than the closing date noted below, using one of the following methods:
- E-mail: khcas.hr@khcas.on.ca
- Mail: Kawartha Haliburton Children's Aid Society
1100 Chemong Rd.
Peterborough, ON K9H 7S2
ATT: HUMAN RESOURCES
- Fax: 705.745.6641
- POSTED:** Tuesday, April 13, 2021
- CLOSED:** Monday, April 19, 2021 at 5pm

Accommodation

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 705 743 9751 x1339. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.