



## Town of Shelburne Job Posting HR Coordinator

The Town of Shelburne is a vibrant community located in the County of Dufferin. The current estimated population of 8,900, the population is estimated to grow to 15,000 in the next 15 years. Shelburne is an urban hub regionally and supports surrounding communities for shopping, dining, medical services and employment.

The Town of Shelburne is accepting resumes for the position of HR Coordinator. This is a fulltime position based on a 35-hour work week. The 2022 pay range is \$32.96 to \$37.47 and 1820 hours per year.

Reporting to the CAO, general duties and responsibilities include but are not limited to:

- Develop and implement new/revised policies and procedures for the Town related to all areas of Human Resources.
- Maintain corporate HR records and ensure proper maintenance of confidential personnel files and staff training records.
- Keep current employment related policies and procedures in compliance with the Employment Standards Act and any other legislation.
- Ensure employees are trained and keep compliant with relevant policies and procedures.
- Coordinate town wide or departmental training sessions and seminars.
- Coordinate employee surveys and other engagement opportunities.
- Participate in developing the annual budget development for HR related requirements.

A copy of the full job description is available at [www.shelburne.ca/townhall/careers](http://www.shelburne.ca/townhall/careers)

To apply for this position, please submit your resume by email to: [hr@shelburne.ca](mailto:hr@shelburne.ca) no later than, Friday, August 12, 2022, at 3:00pm. Interviews are expected to be held the week of August 29 or the week of September 5, 2022.

Please quote the job title and marked as “**Competition #11-2022**” in the subject line.

Mail: Human Resources  
Town of Shelburne  
203 Main Street East  
Shelburne ON L9V 3K7

**\*\*Only those selected for an interview will be contacted.\*\***

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging. The Town is committed to attracting, developing, and retaining highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.