

Human Resources/Office Coordinator

Grimsby Power is located in the Town of Grimsby, on the western edge of the Region of Niagara. Grimsby Power serves approximately 12,000 customers and is committed to providing the Town of Grimsby with an economical, safe and reliable supply of energy.

Reporting to the Director of Finance, the Human Resources (HR)/Office Coordinator is responsible for the development and administration of policies, procedures and programs including recruitment, monitoring performance management, collective agreement administration, employee relations training, and development and organization development. The HR/Office Coordinator is also responsible for providing administrative assistance and support to the President & CEO and the Board of Directors.

The successful applicant will have the following minimum qualifications:

- Post-secondary education or university degree in Human Resources or knowledge of HR concepts, policies and practices acquired through formal academic training and/or relevant years (minimum 5 years) in an HR generalist capacity.
- Strong knowledge of relevant provincial and federal legislation, acts and regulations including Occupational Health and Safety Act, Employments Standard Act, the Ontario Human Rights Code, Workplace Safety and Insurance Act, and Accessibility for Ontarians with Disability Act.
- Certified Human Resources Professional (CHRP)/Certified Human Resources Leader (CHRL) designation preferred or willingness to obtain.
- Strong written and verbal communication skills with the ability to communicate in a calm professional manner.
- Excellent administrative, interpersonal, organizational, time management, and employee relations skills.
- Ability to work as a team member, as well as ability to work independently with minimum supervision.
- Demonstrated knowledge of collective agreement administration.
- Demonstrated knowledge of employment trends and issues, including diversity and equity.
- High degree of proficiency with computer applications – Microsoft office products including Excel, Word, Power Point, Teams, and Outlook.

Grimsby Power is dedicated to developing a highly skilled and motivated workforce. We offer a comprehensive compensation package that includes competitive wage rates, medical and dental benefits, and a defined benefit pension plan.

Qualified applicants are invited to forward their letter of application and resume, which clearly demonstrates how they meet the requirements of the position, by **Friday, December 29, 2023**. Please reference "Human Resources/Office Coordinator" in the subject line.

Human Resources
Grimsby Power Incorporated
231 Roberts Road
Grimsby, ON L3M 5N2
Email: careers@grimsbypower.com

The full Job Description is available on Grimsby Power's website <https://www.grimsbypower.com/>

Grimsby Power is proud to be an Equal Opportunity Employer and we are committed to providing barrier-free and accessible employment practices in compliance with the *Ontario Human Rights Code* (OHRC) and the *Accessibility for Ontarians with Disabilities Act* (AODA). Should you require any assistance, please let us know.

No phone calls please. Grimsby Power is an equal opportunity employer. We thank all applicants for their interest; however, only those selected to be interviewed will be contacted.