



EMPLOYMENT OPPORTUNITY HUMAN RESOURCES COORDINATOR

The Municipality of Mississippi Mills is seeking applications from qualified individuals for the position of Human Resources Coordinator. This position is permanent full-time for 40 hours/week at an annual salary range of \$75,997 to \$93,420, with professional development opportunities and a comprehensive benefits package.

Reporting to the Director Corporate Services, the Human Resources Coordinator is responsible for the development and administration of human resource policies, procedures and programs including recruiting, employee relations, training and development, organizational development, employee health and safety and monitoring employment regulations.

The ideal candidate will have a post-secondary degree in Human Resource Management or a related discipline, a Certified Human Resource Professional (CHRP) designation and a minimum of five (5) years progressive experience in Human Resources management. The candidate should be highly proficient with computers and the MS Office suite and have strong organization, communications and interpersonal skills.

This is an exciting opportunity to join a growing organization and help shape and modernize it for the future.

For a detailed job description, please check the Mississippi Mills website under Jobs at www.mississippimills.ca/en/municipal-hall/jobs.aspx

Qualified candidates are invited to submit a detailed resume and cover letter in confidence to cmunro@mississippimills.ca. The email subject line should include your last name and position you're applying for (Human Resources Coordinator) no later than **12 o'clock noon on Wednesday, July 6, 2022.**

We thank all applicants for their interest but advise only those applicants selected for an interview will be contacted.

The Municipality of Mississippi Mills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of selecting a candidate.