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Newmarket-Tay Power Distribution Ltd.

HUMAN RESOURCES COORDINATOR

Job ID: AD-23-116

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers power with pride to almost 50,000 customers within the Town of Newmarket, Town of Midland and Tay Township. Headquartered in Newmarket, Ontario, NT Power has an additional office in Midland, Ontario, approximately one hour north of Newmarket along the shores of Georgian Bay.

We are looking for an individual with well-established organizational skills, a multi-tasker with outstanding communication skills and superior computer knowledge to join our team as a **Human Resource Coordinator**, reporting to the Director, Human Resources and working in a team environment at our head office in Newmarket. This is a full-time position with a comprehensive benefits package and pension plan.

Position Summary

The Human Resources Coordinator is a generalist role that executes administrative support for all aspects of the HR function. The primary responsibility of this position includes recruitment, onboarding, benefit and pension administration, health & safety, and coordination of employee leaves, while working in compliance with applicable legislation, our collective agreement and company policies. The position requires sound judgement and critical thinking using tact and diplomacy, dealing with sensitive and confidential information, and delivering superior customer service. The Human Resources Coordinator should be able to work autonomously and efficiently to ensure the end-to-end running of HR projects and operations.

Although the qualifications below would be nice to have, we believe our greatest asset is our employees, their ability to learn, and their cultural fit to the future direction of this organization. We strive to be an independent, industry leading LDC committed to our customers' changing needs. If you think you would excel in a growing, high paced and independently directed position, this opportunity is ideal for you.

Duties and Responsibilities

- Coordinate and manage the full recruitment cycle, counselling hiring managers on the recruitment and selection process.
- Maintain and update employee information, issuing letters and completing HR forms as required.
- Support the new employee onboarding and offboarding process.
- Create and maintain all employee personnel files and databases, including sick and vacation reporting.
- Administer employee legislative and non-legislative leaves.
- Support and maintain the compensation program including job evaluation, salary market research and data analysis.
- Assist in organizing employee engagement surveys.



- Assist with the administration of the performance management process and annual pay review.
- Identify best practices and continuous process improvement in the delivery of HR services and make appropriate recommendations.
- Act as back up to process payroll accurately for union and non-union employees, ensuring database has been updated.
- Coordinate and assist with year-end processing, reconciling accounts, submitting annual statements, and issuing T4s.
- Coordinate and monitor employee online training, reviewing training matrices for all position within NT Power.
- Act as the first point of contact for compliance training, incident, accidents and near-miss reports.
- Coordinate WSIB submissions, documentation and return to work program.
- Participate, take minutes and prepare materials for various meetings including employee meetings and Joint Health and Safety Committee.

Qualifications

- Completion of a post-secondary degree or program in human resources or related field of study.
- Certificate in Human Resources and/or Payroll Administration is an asset.
- Minimum 3 to 5 years of human resources generalist experience in a unionized environment.
- Payroll experience considered an asset.
- Competent in the use of Microsoft Office Suite and comfortable using HR and Payroll software and tools.
- Strong working knowledge of HR and Payroll practices and principles, as well as employment legislation including Human Rights, AODA, Occupational Health and Safety Act, Employment Standards Act and Ministry of Labour.
- Ability to work independently with minimum supervision in a fast-paced environment.
- Proven track record of meeting tight deadlines while working under pressure and dealing with multiple priorities.
- Experience analyzing large amounts of data.
- Excellent verbal and written communication skills with proven ability to maintain and safeguard sensitive and confidential information.
- Innovative, resourceful, strong interpersonal and organizational skills to work in a team environment.

Application Information

If you are interested in this position and meet the qualifications, please submit your resume by visiting our Careers page at <https://ntpower.ca/careers>.

We appreciate the interest of all candidates, however, only those selected for an interview will be contacted. Candidates are required to disclose NT Power employees who are immediate family members at the time of the interview.

The successful candidate will be required to obtain a criminal verification screening as a condition of employment.

APPLICATION DEADLINE FOR THIS POSITION: BY 4 P.M. WEDNESDAY, JUNE 7, 2023

Newmarket-Tay Power Distribution Ltd. is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized

groups, women and any others who may contribute to the further diversification of our LDC community. Accommodation will be provided in all parts of the hiring process. Applicants need to make their requirements known in advance when applying through <https://ntpower.ca/careers>.