



## HR COORDINATOR

**Job ID: AD-26-143**

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers electricity 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 require a dynamic, highly motivated, and proactive **HR Coordinator** to work out of our head office in Newmarket. This is a full-time position, with a comprehensive benefits package and pension plan. This role operates in a flexible hybrid setting, combining remote and in-person work arrangements.

### POSITION SUMMARY

The Human Resources Coordinator is part of the Human Resources team, provides support to all recruitment related tasks, responding to internal and external HR related inquiries or request while maintaining employee-related records. The support involves administrative and technical functions from employee onboarding until their departure. Responsibility for this role includes Recruitment, Health and Safety, Benefits, Leaves of absence and Training and Development. This role acts as back up to the Human Resources-Payroll Coordinator.

### DUTIES AND RESPONSIBILITIES

#### Health & Safety

- Assist in various Health & Safety administration tasks, including but not limited to, administration of policies & procedures, record keeping, booking trainings, and assisting with investigations
- Follows up on corrective actions' items noted during ongoing inspections and investigations
- Ensure that documentation on health and safety boards is kept up to date
- Assisting with the orientation of new employees
- Maintaining and updating WHMIS documentation as needed
- Support the JHSC and Operations safety meetings by scheduling meetings, taking, and developing meeting minutes and following up on action items

#### HR & Payroll

- Act as back up for payroll processing
- Assist with benefits administration
- Maintain HR & Payroll reports, including sick time & KPIs
- Administer employee leave of absence; pregnancy-parental, WSIB, STD, etc.
- Assist with full cycle recruitment, including posting, screening, interviewing, job offers, and new hire orientation
- Assist with employee initiatives, including rewards & recognition, DEI, and wellness
- Assist with policy distribution & management



## QUALIFICATIONS

- 3-5 years of progressive experience in Human Resources or related field
- Post-secondary degree or diploma in Human Resources Management
- CHRP and/or PCP is an asset
- Experience supporting health, safety, and wellness programs
- A good understanding of employment legislation and regulations, including ESA, OHSA, AODA, etc.
- Excellent communication and interpersonal skills
- Ability to work well alone and as part of a team
- Effective problem-solving and decision-making capabilities
- Experience in a unionized utility or regulated environment is an asset.
- Proficiency with Microsoft Office, including Word, Excel, PowerPoint, and OneDrive

## 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>. Please include the position title and the job ID number in the subject line of your e-mail. We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.

**APPLICATION DEADLINE FOR THIS POSITION IS JANUARY 19, 2026, BY 4 P.M.**

Candidates are required to disclose NT Power employees who are immediate family members prior to the interview.

Successful candidates will be required to obtain a criminal verification screening as a condition of employment.

This is an existing position with NT Power that is currently vacant. The starting salary for this position is \$81,820.08.

NT Power 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>.