



THE CORPORATION OF THE COUNTY OF WELLINGTON

Human Resources Department

Requires an

Eight Month Temporary Human Resources Office Clerk

Under the supervision of the Manager of HR, the HR Office Clerk is the first line of contact for the Human Resources Department. This position is customer service focused and duties are of a clerical nature involving typing correspondence, data entry, filing, answering inquiries from both the public and employees, and administrative support as required for recruitment, payroll, pension and benefits, health and safety and other HR functions.

The minimum qualifications for this position include:

- One year college certificate in office administration or related field.
- Minimum one year of experience or equivalent in office administration, preferably in a municipal environment.
- Knowledge of Human Resources functions would be an asset.
- Strong organizational skills with the ability to maintain accurate records.
- Excellent computer skills, including experience with Microsoft Office and database software.
- Knowledge of infoHR, JD Edwards and iCreate would be considered an asset.
- Well-developed written and verbal communication skills, with the ability to communicate effectively and tactfully.
- Superior customer service reflecting a positive, outgoing and professional demeanor.
- Ability to maintain confidentiality.

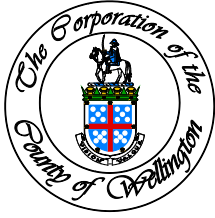
This position offers a benefit package and an hourly range of: \$24.94 to \$29.17 (2020 Non Union Compensation Grid), based on a 35 hour work week.

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #094-20 by Friday, September 11 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Human Resources (HR) Office Clerk	Reports to: Manager of HR
Department: Human Resources	Positions Supervised: 0
Effective: September 2016	Revised: February 2020

BASIC FUNCTION:

Under the supervision of the Manager of HR, the HR Office Clerk is the first line of contact for the Human Resources Department. This position is customer service focused and duties are of a clerical nature involving typing correspondence, data entry, filing, answering inquiries from both the public and employees, and administrative support as required for recruitment, payroll, pension and benefits, health and safety and other HR functions.

RESPONSIBILITIES:

Under the guidance of the Manager of HR, the HR Office Clerk has the following duties and responsibilities:

- Provide assistance and information to members of the public and employees.
- Maintain and update personnel files; ensure filing is kept up-to-date.
- Assist with the HR Department's records retention and file digitization in accordance with the applicable by-law.
- Post job postings with the required publications and websites, including the intranet and external websites.
- Receive and process resumes for job postings, ensuring candidates receive notification when applications are received.
- Liaise with HR Supervisor/Generalist or hiring manager to contact short-listed candidates, schedule interviews, and prepare interview packages.
- Notify all candidates of hiring decision in a timely manner, as advised by the HR Supervisor/Generalist.
- Assist with the reference checking process as required.
- Regularly order supplies for the HR Department.
- Process mail and distribute to members of HR Department.
- Assist the HR Assistant with the maintenance of parking files, including administrative requirements.
- Enter employee performance review documentation into HR database system.

- Assist with preparation of material and making arrangements for all meetings/training sessions, including ordering and setting up beverages and meals for breaks, booking rooms and ensuring all supplies/materials are prepared, organized and ready for the meeting/training session.
- Assists with Municipal HR Surveys and other Surveys as required.
- Assist payroll and benefits with checking reports, preparing and distributing mail-outs, and printing and distributing bi-weekly pay statements.
- Perform HR Representative duties for HR/Administration/Maintenance group, by confirming timesheets are entered and approved in accordance with payroll schedule deadlines.
- Assist with the County Recognition Programme and events.
- Provide support to payroll, benefits, occupational health and safety and other HR functions as required.

PROBLEM SOLVING RESPONSIBILITIES:

- Dealing with inquiries from County Employees.
- Prioritizing workload.

CONTACTS:

- Internal: County Employees
- External: members of the public, applicants for job postings, newspapers and job posting agencies, other municipalities, City of Guelph Parking Services, venues and event planning contacts

MINIMUM QUALIFICATIONS:

- One year college certificate in office administration or related field.
- Minimum one year of experience or equivalent in office administration, preferably in a municipal environment.
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- Strong organizational skills with the ability to maintain accurate records.
- Excellent computer skills, including experience with Microsoft Office and database software.
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- Superior customer service reflecting a positive, outgoing and professional demeanor.
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SKILLS AND COMPETENCIES:

- Superior customer service and communication skills.
- Attention to detail.
- Proficient keyboarding skills.
- Experience in a Windows based environment.
- Experience using Excel spreadsheet skills.
- Knowledge of database systems.

- Ability to demonstrate a welcoming and relaxed first impression of the HR Department.
- Excellent customer service skills, reflecting a positive, outgoing and professional demeanor.