

## HUMAN RESOURCE COORDINATOR

The Township of West Lincoln is located atop the Niagara Escarpment, at the heart of the Niagara Region. With the largest geographical land base in the Region and one of the smaller populations (approximately 14,500), West Lincoln boasts a unique local economy that blends residential, industrial, commercial sectors and strong agricultural roots. The Township is comprised of many rural communities plus the larger urban centre of Smithville. West Lincoln is a growing, thriving Municipality that offers a high quality of life and a strong sense of community. The Township prides itself in facilitating opportunities for positive advancements and providing a friendly and responsive experience.

The Municipality of the Township of West Lincoln is currently seeking a highly motivated individual to fill the newly created position of Human Resource Coordinator.

Working under the direction of the Director of Legislative Services/Clerk, the Human Resource Coordinator is responsible for the managing and maintaining all aspects related to the Municipal Human Resources. The successful candidate will also act as coordinator and secretary for the Occupational Joint Health and Safety Committee.

The ideal candidate will be a member of and will have attained a designation from the Human Resources Professionals Association, and/or the Ontario Municipal Human Resources Association and will have a minimum of five (5) years of experience in the Human Resources field.

The Municipality offers a competitive salary and an excellent benefit plan, including registration with OMERS pension. The salary for this position is currently set at \$39.75 to \$48.74 per hour. This is a permanent full-time position working 35 hrs/wk.

A full job description can be found on the Township's website: <http://www.westlincoln.ca>. All new hires must sign a declaration and provide proof of full vaccination for COVID-19 (minimum 2 doses).

Interested applicants are invited to submit by email or regular mail (no in person submissions) a letter of application outlining their qualifications and experience, as well as a detailed resume, by no later than **Friday, November 25<sup>th</sup>, 2022 at 4:30 p.m.** to the attention of:

Joanne Scime, Director of Legislative Services/Clerk  
Township of West Lincoln  
318 Canborough Street, P.O. Box 400, Smithville, Ontario L0R 2A0  
Fax (905) 957-3219, Email [jscime@westlincoln.ca](mailto:jscime@westlincoln.ca)  
(subject line: Human Resource Coordinator)

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-957-3346. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of West Lincoln, we will endeavor to make such accommodations.