

## HUMAN RESOURCES COORDINATOR

<b>Employment Status:</b>	Permanent, Full-time / 35 hours per week
<b>Compensation Range:</b>	\$36.40 to \$42.58 (hourly) \$66,248.00 to \$77,495.60 (salary) Non-Union Grid, Grade 4
<b>Location:</b>	London, ON
<b>Union/Non-Union:</b>	Non-Union

### POSITION OVERVIEW

As part of the Human Resources Team, the Human Resources Coordinator provides HR services and support to assist with the day-to-day operations of the department, with a focus on recruitment, employee and labour relations, health and safety, and training and development within the County of Middlesex. The successful candidate will be integral in the implementation and optimization of the County's talent acquisition system to enhance hiring efficiency and user adoption.

### QUALIFICATIONS

- Two-year college diploma in Human Resources Management, Business Administration or related discipline.
- Two years of experience or equivalent working in a Human Resources capacity, preferably in a municipal setting.
- Certified Human Resources Professional (CHRP) designation or working towards designation an asset.
- A valid "G" driver's licence, and access to a vehicle to travel as required to fulfil job responsibilities.
- Current Criminal Record Check that is satisfactory to the Middlesex County.

### WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters is in London, but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

### HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to [kimgraham@middlesex.ca](mailto:kimgraham@middlesex.ca) by 4:30 p.m. on June 12, 2026.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

This position is an existing vacancy.

### WHAT WE OFFER

Flexible Work Opportunities  
Employee Recognition Events  
Professional Development  
OMERS Pension Plan  
Employee and Family Assistance Program

### VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

**Join our team and build a rewarding career!**

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



## MIDDLESEX COUNTY POSITION DESCRIPTION

**TITLE:** Human Resources Coordinator  
**DEPARTMENT:** Human Resources  
**REPORTS TO:** Manager of Human Resources  
**POSITIONS SUPERVISED:** None

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### POSITION SUMMARY:

As part of the Human Resources Team, the Human Resources Coordinator provides HR services and support to assist with the day-to-day operations of the department, with a focus on recruitment, employee and labour relations, health and safety, and training and development within the County of Middlesex.

### PRIMARY JOB DUTIES AND RESPONSIBILITIES:

- Serves as the first point of contact for internal and external HR-related requests or inquiries and provides assistance as required. Directs any requests or inquiries to the Director of Human Resources and/or the Manager of Human Resources.
- Responsible for managing the full recruitment lifecycle for unionized and non-unionized positions through the organization's talent acquisition system, while leading the implementation and optimization of the system to enhance hiring efficiency and user adoption. Coordinates all aspects of the recruitment process, including posting roles, screening applications, arranging and participating in interviews, developing interview questions, conducting reference checks, and preparing offer letters and employment contracts. Provides support to HR leadership and senior management in management-level recruitment as needed.
- Responsible for the employee onboarding process, including but limited to: IT and department notifications; orientation packages (including setting up HR and H&S training modules through the training platform); and updating personnel records. Ensures onboarding documentation is received within the established timelines.
- Maintains Human Resources records (employee, training, recruitment, disability management, etc.) in accordance with the records management classification system; responsible for managing data and records in accordance with the requirements of the position and corporate policies, including proper handling, storage, security, and retention.
- Coordinates legislated HR training and organizational training initiatives, including scheduling, enrollment, tracking completion, and maintaining accurate training records as directed. Tracks outstanding training and coordinates follow-up communications to support compliance as directed.
- Assists with the required administration in the event of a workplace injury.
- Provides administrative support to the Director of Human Resources and/or the Manager of Human Resources on disability management (WSIB and long-term disability claims) and the Return-to-Work Program for employees with occupational



and non-occupational illnesses and/or injuries. Maintains the records for disability management and Return-to-Work Program.

- Assists the Director of Human Resources and/or the Manager of Human Resources in the area of Labour Relations by scheduling meetings, taking notes/minutes at various meetings, and preparing letters, etc.
- Maintains the County's Health and Safety Board and First Aid Kits to ensure compliance with the OHSA.
- Manages the annual employee recognition program.
- Completes the Statistics Canada Job Vacancy and Wage Survey on a quarterly basis.
- Supports employee events coordinated by the Social Committee, including participating as a member of the committee and providing assistance as needed.
- Assists the Director of Human Resources, the Manager of Human Resources, and/or the Safety & Standards Officer with special projects as directed.
- Accountability for Health and Safety - Responsible for working safely and following the Occupational Health and Safety Act and all applicable policies and procedures.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education & Experience

- Two-year college diploma in Human Resources Management, Business Administration or related discipline.
- Two years of experience or equivalent working in a Human Resources capacity, preferably in a municipal setting.
- Certified Human Resources Professional (CHRP) designation or working towards designation an asset.

### Knowledge, Skills and Abilities

- General knowledge of the *Employment Standards Act, Occupational Health and Safety Act, Workplace Safety and Insurance Act, the Human Rights Code, Pay Equity Act*, etc.
- Excellent interpersonal and communication skills, both oral and written.
- Ability to use tact and diplomacy in dealing with sensitive and confidential information.
- Ability to identify and solve problems with a practical and detail-oriented approach.
- Ability to work independently, take initiative, and manage time effectively to meet tight deadlines.
- Ability to balance multiple priorities, often with conflicting timelines in a fast-paced environment.

### Other

- A valid "G" driver's licence and access to a vehicle to travel as required to fulfil job responsibilities.
- Current Criminal Record Check that is satisfactory to the County of Middlesex.