



The Municipality of Huron East is now accepting applications for the full-time position of

Human Resource Coordinator

The successful applicant will work closely with the Chief Administrative Officer and is responsible for payroll and coordination of human resource services to the municipality including administration of OMERS, employee benefits, employment policies, and administration of personnel files. The Human Resource Coordinator provides administrative support to the CAO on confidential matters related to personnel legal files, employee confidential records, and employee management.

Applicants are required to have post-secondary education in accounting, payroll/benefits administration, human resource management/administration, or public administration. Applicants with a Certificate in Human Resource Certificate or AMCTO Municipal Administration Program will be given preference.

The 2024 salary range for this position is \$35.97 to \$40.48 per hour.

Further information including a complete job description is available on the Huron East website (www.huroneast.com)

Applicants are asked to submit a detailed resume in confidence to the undersigned by 4:00 p.m. on Thursday November 30, 2023.

Brad McRoberts, MPA, P. Eng.
Chief Administrative Officer
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We thank all applicants and advise that only those selected for an interview will be contacted.