



Township of South Stormont Employment Opportunity

Position:	HR Coordinator/Executive Assistant
Department:	Office of the CAO
Type:	Contract (12 months), Full-Time (Non-Union)
Hours of Work:	35 Hour work week, Monday to Friday

The Township of South Stormont is a diverse mix of rural and small urban communities in Eastern Ontario. Home to approximately 14,000 residents, the Township's unique history and location on the shores of the St. Lawrence Seaway offers a host of activities and lifestyle opportunities.

Our team is currently seeking an HR Coordinator/Executive Assistant to join us for a 12-month contract (Maternity Leave Contract). This role coordinates and ensures the delivery of human resources services including recruitment, disability and benefits programs, performance management, training, occupational health and safety and the overall administration of the Township's Human Resources Information System in addition to professional administrative support to the CAO. The position is responsible to support the CAO by providing confidential, clerical and administrative activities including: document preparation, scheduling meetings, preparing minutes, handling all forms of correspondence, developing reports, presentations and is responsible for project files, and records management.

Education and Experience Requirements:

- University degree/College diploma in human resources, business, public or office administration.
- Certified Human Resources Professional (CHRP) designation or working towards certification is considered an asset.
- Minimum 5 years administrative assistant or human resources experience and relevant customer service experience, preferably in a municipal setting.

Skills & Attributes Sought:

- Well-developed knowledge of programs related to human resources activities and legislation in Ontario.
- Good knowledge of health and safety requirements in municipal setting.
- Superior software applications skills including word processing/spreadsheets/presentations, internet and email programs, records management, and HRIS.
- Resourceful with strong problem solving and analytical skills
- Excellent organizational, verbal and written communication skills.
- Excellent interpersonal, public relations, and customer service skills.
- Position requires ability to thrive in environment with multiple and competing priorities, tight timelines and firm deadlines.

Application Process

Interested and qualified candidates are invited to submit their resume and cover letter online through the Careers page of our website at www.southstormont.ca/careers. **Application Deadline: Monday, November 17, 2025 at 11:00 am.** The 2025 salary range for this position is \$68,984 - \$83,958. Selected applicants will be subject to an interview process and skill testing to determine eligibility.

The Township of South Stormont is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Ontario Human Rights Code and applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are asked to make their needs known via email at jobs@southstormont.ca. Personal information collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.