



Job Posting 26-10

Human Resources Assistant

The Town of Cobourg is seeking a full-time **Human Resources Assistant!**

Reporting to the Manager, HR this role is responsible for ensuring administrative excellence across all day-to-day Human Resources (HR) functions, delivering exceptional support to all levels of the corporation and contributing to all HR functions including recruitment, health & safety, labour relations, employee engagement activities and general HR administration. The HR Assistant will ensure that service delivery aligns with the Corporation's strategic plan and in compliance with all relevant employment legislation, under the direction of the Manager of Human Resources.

The Human Resources Assistant will assist the Manager and Generalists to provide effective support, advice and customer service as it relates to the Human Resources Department. This position will require a high degree of confidentiality and discretion as the duties involve highly sensitive and personal matters.

The primary duties of this position include the following:

- Maintain electronic and hard copy employee files and accurate records.
- Support and participate in full cycle recruitment processes with an understanding that hiring practices should be consistent with legislation, collective agreements and Human Resources ethical standards and best practices.
- Provide administrative support for labour and employee relations related meetings and related processes.
- Support and assist with the coordination of the Town's employee recognition and staff appreciation initiatives.
- Provide administrative support to the HR related committees including scheduling meetings, preparing agendas, minutes and other meeting documents.
- Assists in the development, organization, and coordination of internal staff training programs.
- Assists in preparing and conducting Summer Student Orientation and Health and Safety Training.
- Participate in and provide input on the development of Human Resources policies and procedures.
- Provide front line (in person, phone, email and social media) customer service to all employees and the general public. Provide information and answer questions regarding the application of human resources policies/procedures, collective agreements etc. to all employees and leaders; referring questions or concerns requiring policy interpretation to a member of the Human Resources team, as appropriate.
- Other duties as assigned.

The successful candidate must possess relevant post-secondary education in Human Resources Management or related field of study. Experience in Human Resources, preferably in a unionized environment is an asset. Experience and/or knowledge of HRIS software and applicant tracking systems is an asset. The successful candidate will have knowledge of relevant employment-related legislation including the Employment Standards Act, Ontario Human Rights Code, the Workplace Safety and Insurance Act, Pay Equity Act (Ontario) and Collective Agreements.



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The candidate must possess excellent communication skills (written and oral), combined with demonstrated tact, diplomacy, and a proven ability to maintain sensitive and confidential information. Excellent analytical, planning and organization skills and ability to multi-task on concurrent projects with competing priorities are required. They must obtain a Satisfactory Police Record Check upon employment. A valid First Aid and CPR certificate are required or willing to obtain within 60 days of hire.

WAGE:

The wage scale for this position is Non-Union Grade 3: \$66,053.97 to \$77,272.14 annually.

For a detailed list of the position responsibilities and required qualifications please refer to the position description at www.cobourg.ca/jobs.

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than **March 24, 2026 at 4:00PM**.

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.