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Newmarket-Tay Power Distribution Ltd.

HUMAN RESOURCES-PAYROLL COORDINATOR

Job ID: AD-20-100

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers power with pride to almost 50,000 customers within the Town of Newmarket, Town of Midland and Tay Township. Headquartered in Newmarket, Ontario, NT Power has an additional office in Midland, Ontario, which is approximately one hour north of Newmarket along the shores of Georgian Bay.

We are looking for an individual with well-established organizational skills, a multi-tasker with outstanding communication skills and superior computer knowledge to join our team as a **Human Resource-Payroll Coordinator**, reporting to the Director, Human Resources working in a team environment at our head office in Newmarket.

Position Summary

The Human Resources–Payroll Coordinator executes administrative support for all aspects of the HR and Payroll function. The primary responsibility of this position includes recruitment, onboarding, benefit and pension administration and processing accurate and timely payroll in compliance with legislation, collective agreement and company policy. The position also requires sound judgement and critical thinking using tact and diplomacy dealing with sensitive and confidential information while delivering superior customer service.

Although the qualifications below would be nice to have, we believe our greatest asset is our employees, their ability to learn, and their cultural fit to the future direction of this organization. We strive to be an independent, industry leading LDC committed to our customers changing needs. If you think you would excel in a growing, high paced and independently directed position, this opportunity is ideal for you.

Duties and Responsibilities

- Coordinates and manages the full recruitment cycle, counselling hiring managers on the recruitment and selection process.
- Maintains and updates employee information, issuing letters and completing HR forms as required.
- Supports the new employee onboarding and offboarding process.
- Creates and maintains all employee personnel files and databases including sick and vacation reporting.
- Administers employee legislative and non legislative leaves.
- Supports and maintains the compensation program including job evaluation, salary market research and data analysis.
- Assists in organizing employee engagement surveys.
- Assists with the administration of performance management process and annual pay review.



- Identifies best practices and continuous process improvement in the delivery of HR services and makes appropriate recommendations.
- Processes payrolls accurately for union and non-union employees, ensuring database has been updated.
- Coordinates and assists with year-end processing, reconciling accounts, submitting annual statements and issuing T4s.

Qualifications

- Completion of a post-secondary degree or program in human resources or related field of study.
- Certificate in Human Resources and / or Payroll Administration is an asset.
- 3 to 5 years of human resources or payroll experience in a unionized environment.
- Able to work independently with minimum supervision in a fast pace environment.
- Proven track record of meeting tight deadlines while working under pressure dealing with multiple priorities.
- Experience analyzing large amounts of data.
- Excellent verbal and written communication skills able to maintain and safeguard sensitive information.
- Innovative, resourceful, strong interpersonal and organizational skills to work in a team environment.
- Strong working knowledge of HR and Payroll practices and principles as well as employment legislation including OHRC, AODA, Occupational Health and Safety Act and Ministry of Labour.
- Competent in the use of Microsoft Office Suite.

Application Information

Interested applicants should submit a resume, in confidence with all applicable information to: recruitment@nmhydro.ca. Please include the position title and the job ID number in the subject line of your e-mail.

APPLICATION DEADLINE FOR THIS POSITION IS OCTOBER 16, 2020 BY 4 P.M.

We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.

Candidates are required to disclose NT Power employees who are immediate family members at the time of the interview.

Successful candidate will be required to obtain a criminal verification screening as a condition of employment.

Newmarket-Tay Power Distribution LTD is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our LDC community. Accommodation will be provided in all parts of the hiring process. Applicants need to make their requirements known in advance to: recruitment@nmhydro.ca.