

JOB OPPORTUNITY

HUMAN RESOURCES STAFFING AND SCHEDULING OFFICER 60 HOURS BI-WEEKLY

This is a Non-Bargaining Unit opportunity

JOB DUTIES:

Under the direction of the Manager of Human Resources, the successful candidate shall, during the hours that management covers the calling of shifts, be responsible to ensure that replacement staff are in place in the event scheduled staff are unable to report to work for any reason. The incumbent shall be responsible to work cooperatively with the payroll clerk and managers to ensure that payroll and scheduling information is prepared and submitted on time using the approved payroll reporting system format. Further, s/he shall track the required data to confidentially support the Attendance Enhancement Program in cooperation with the Manager of Human Resources and to track and produce any other statistics and data as requested to support labour relations on behalf of Community Living Stormont County.

QUALIFICATIONS:

- Good communication and people skills and demonstrated ability to maintain confidentiality of employee information and information related to the employer's labour relations
- Advanced computer literacy (Microsoft Word, Excel etc)
- Ability to successfully complete training in the computerized payroll data system (COMVIDA), as provided by the employer
- Experience working in a unionized environment and awareness of the bargaining process (an asset)
- Experience in collective bargaining (an asset)
- The ability to communicate (both written and verbal) in both official languages (an asset)
- Willingness to attend refresher or other courses, as provided by the employer

HOURS OF WORK: The normal hours of work shall be 60 bi-weekly.

Interested candidates are requested to submit their interest in writing to:

**Carole Davidson
Human Resources Manager
Community Living – Stormont County
280 9th Street West
Cornwall, ON K6J 3A6**

Or electronically at: c.davidson@clstormont.ca

All submissions must be received by Monday, November 21 2022. Only those who are being considered for the position will be contacted for an interview.