

EMPOWERING ONTARIO'S ENERGY FUTURE

Are you exceedingly well organized? Are you excited about taking on the challenges of supporting a diverse HR team?

We are the Ontario Energy Board - Ontario's independent energy regulator. We work to ensure a sustainable, reliable energy sector that helps consumers get value from their natural gas and electricity services – for today and tomorrow.

We are seeking an energetic, experienced and flexible HR Coordinator to manage a wide range of key administrative and support activities in a team-based environment. This role will provide coordination and administrative support for a wide range of human resources and payroll activities, processes and projects, with the opportunity to contribute to operational process improvements.

Title	HR Coordinator
Job ID	#602
Position	Full-time permanent
Closing Date	March 1, 2019

POSITION OVERVIEW

Key activities:

HR

- Provide administrative support to the Vice President and HR team
- Assist employees and managers with basic interpretation of HR policies and procedures
- Assist in the development and implementation of special projects and/or assignments, as required
- Coordinate records management for the department and maintain confidential files and records in accordance with laws, regulations, and established standards
- Provide reports, statistics and trend analysis for operational reporting

Payroll

- Perform HRIS data entry for employee changes and reimbursements
- Coordinate time entry in support of the payroll cycle
- Respond to general inquiries regarding HRIS, payroll, benefits and time entry
- Prepare and process payroll for all OEB employees, as required
- Deliver reports and requisitions as part of the payroll process
- Assist with Benefits and Pension Administration

QUALIFICATIONS:

- A Diploma or Degree in Business Administration, Human Resources Management or related field, or equivalent experience
- 2 years of proven experience in a similar role in a unionized environment
- Understanding and working knowledge of records management, collective agreements, employment/labour and Occupational Health and Safety legislation, privacy legislation, and benefit plans

KNOWLEDGE, SKILLS AND COMPETENCIES:

- Excellent interpersonal skills with ability to work efficiently within a corporate environment
- Strong communication skills (oral, written, presentation)
- Demonstrated ability to multi-task and prioritize in a fast-changing environment
- Strong problem-solving abilities
- Strong analytical skills
- Advanced computer skills, including a high to expert level proficiency in MS Excel (i.e. data consolidations, vlookups, pivot tables) and HRMS
- Self-starter, motivated, enthusiastic and a strong desire to succeed and a commitment to continuous improvement

WE OFFER

- Competitive salary and benefits
- Comprehensive Health and Dental Plans
- Income Protection Plan
- Progressive Leave Program
- Employee Assistant Program

TO APPLY

*If you would like to explore this exciting opportunity, please e-mail your resume, in confidence, by the closing date to careers@oeb.ca. When applying, please quote **Job ID #602 and the Position Title** in the subject line of your e-mail.*

As Ontario's independent energy regulator, the OEB is proud to be an Equal Opportunity Employer and we are committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA). Should you require any assistance please let us know.

We appreciate the interest of all candidates. We regret that only those candidates under consideration will be contacted.