



**TOWN OF TORBAY
HUMAN RESOURCES COORDINATOR**

ABOUT TORBAY

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centers and an international airport, are within a few minutes drive.

THE POSITION

The Human Resources Coordinator will provide expertise and support in all areas of human resource management for the Town of Torbay, including recruitment and selection, orientation, policy development and roll out, performance management, labour relations, disability management, and staff development. The Human Resources Coordinator will also serve as a management representative on the Town's Occupational Health and Safety Committee and act as recording secretary. Reporting to the Chief Administrative Officer, this is a new position for the Town, and reflects the Town's commitment to its people.

This is a full-time permanent position.

QUALIFICATIONS

The ideal candidate will hold a relevant university degree, preferably with a concentration in Human Resources, with three to five years of progressive experience in this field, or any equivalent combination of experience and training acceptable to the Town. The ideal candidate will also possess strong oral and written communication skills.

APPLICATION PROCESS

The Town welcomes applications from qualified candidates until **Thursday, April 25, 2019 at 4:00PM**. You are invited to email your resume, complete with references and covering letter, in confidence to Dawn Chaplin, Chief Administrative Officer at dchaplin@torbay.ca.

The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.