



Lambton County Developmental Services  
339 Centre Street  
Petrolia, ON N0N 1R0  
T: (519) 882-0933 ● F: (519) 882-3386

## Employment Opportunity

**Position:** Permanent Full-Time Human Resources Coordinator  
**Start Date:** As soon as possible  
**Location:** LCDS Administration Office, 339 Centre Street, Petrolia, ON N0N 1R0  
**Reports to:** Manager of Human Resources  
**Essential Duties:** Lambton County Developmental Services is looking for an organized, hardworking and efficient Human Resources Coordinator.

This position provides the day-to-day support to the Human Resource department under the direction of the Manager of Human Resources. Duties may include:

- Maintenance and updating of the HRIS system.
- Coordination with accounting department for the processing of bi-weekly payroll.
- Act as a point of contact for employees and managers on HR related matters
- Assisting with providing research for policies, training, strategic planning and other human resources issues
- Administration of all summer student/student grant/job opportunities (SJS, Canada Jobs program etc.)
- Responsible for the creation of emails, Online Training platform profiles and AIMS software for new employees and updating these systems as required.
- Writing and placing job postings, reviewing, screening, and maintaining applications and resume database.

### Qualifications:

#### Education

- Post-Secondary Education in a relevant field of Human Resources (eg. Human Resource Management, )
- Certified Human Resources Professional designation or working towards preferred

#### Experience:

- Minimum of 1-2 years related experience; or equivalent combination of education and experience.
- Experience with relevant employment legislation (Employment Standards Acts 2000, AODA, OHSA, Human Rights legislation etc.)
- Experience with Microsoft Office applications, specifically Excel, Word and Outlook and Human Resource Information Systems
- Must provide a clear Criminal Record Check with Vulnerable Sector screening.

**Hours:** 40 hours per week

**Forward Applications to:** Human Resources  
Attn: Elizabeth Forman  
Lambton County Developmental Services  
339 Centre Street  
Petrolia, ON N0N 1R0  
Facsimile: 519-882-0933  
Email: [eforman@lcds.on.ca](mailto:eforman@lcds.on.ca)

**Closing date for this posting is March 3, 2016 at 4:00pm.**

LCDS is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace. LCDS offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by LCDS regarding a job opportunity, please advise prior to the interview if you require accommodation.

We appreciate all responses however only those selected for an interview will be notified.  
Visit our website at [www.lcdspetrolia.ca](http://www.lcdspetrolia.ca)