

JOB POSTING
HR Administrator

THE PLACE

Welcome to Amherst! Located in northern Nova Scotia near the border with New Brunswick, we have a Town population of just under 10,000 folks and about 100,000 other people living within a half-hour drive. Amherst is a safe, walkable community with cozy cafes, unique shops and pubs serving up local craft beer and live music. Located in the geographic centre of the Maritimes, Amherst provides easy access to major urban centres and world-class tourism attractions, including the world's highest tides at the Bay of Fundy and several warm-water ocean beaches of the Northumberland shore, all within a 45-minute drive. We are welcoming and inclusive and are committed to embracing the differences and diverse perspectives of our community members to ensure that how we live, what we value, what we do and how we do it advances our collective growth and prosperity. In short, we think Amherst is awesome and we are looking for someone to help make it even better.



#seewhyweloveit

THE ROLE

We are seeking an organized, forward-thinking HR Administrator who will be responsible for providing administrative assistance and support in all areas of human resources management and personnel functions including payroll processing, recruitment/staffing and onboarding activities, leave management, benefit and pension plan administration and employee relations. The HR Administrator plays a key role in supporting HR related projects and initiatives by providing valued guidance and service and promoting human resources best practices. This is an exceptional opportunity for an HR professional to contribute to furthering the Town's priority of building a collaborative, inclusive and engaged workplace committed to reflecting the diversity and values of the community we serve.



KEY QUALIFICATIONS

Education:

- Post-secondary degree in Business Administration with a specialization in Human Resources preferred or;
- A diploma/certificate in Human Resource Management may be considered.
- Certification as a Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM) a strong asset.
- An equivalent combination of education and experience will be considered.

Experience:

- Must have 2 – 3 years direct payroll experience.
- Minimum of 2 – 3 years' experience related to general HR administration, ideally in a municipal government environment.

Knowledge:

- Excellent communication, conflict resolution and engagement skills.
- Ability to use Microsoft Office, Word, PowerPoint, Excel at an advanced level. Familiarity with ADP, SAP and other HRIS would be considered strong assets.
- Basic understanding of accounting principles in order to understand and perform account adjustments, credits and payments etc.

TERMS OF EMPLOYMENT

- Permanent Full-time (35 hours per week)
- Salary: \$52,037 to \$61,273
- Satisfactory criminal records check at the sole discretion of the CAO

SUBMISSION DETAILS

Interested individuals are asked to forward their resume and cover letter, by **4:30pm on October 28, 2022** to:

Krista Crossman, Director of HR & Customer Services
98 Victoria St E
Amherst, NS
B4H 1X6
careers@amherst.ca

While we thank all applicants for their interest, only those candidates selected for interview will be contacted.

The Town of Amherst is committed to inclusive, barrier-free recruitment and selection processes and creating a diverse and inclusive workforce. We are dedicated to treating people fairly, with respect and dignity and all qualified applicants will receive equal consideration for employment without regard to age, race, color, religion, gender and/or gender identity or expression, disability or national origin in accordance with the Nova Scotia Human Rights Code.

Should you require an accommodation to assist in the application process, please contact Human Resources at kcrossman@amherst.ca or (902) 667-3352.

