

Human Resources Coordinator

Full Time, Permanent

Town of Kentville is recruiting to fill the position of Human Resources Coordinator to join our fast-paced and growing municipal government. This position leads the Town's employee recruitment, selection, and performance management role in consultation with senior leadership, along with establishing strong and clear human resource policies. The role requires an individual with excellent people and listening skills and is adept at undertaking many confidential tasks often under tight deadlines. Reporting to the Chief Administrative Officer, the successful candidate will work closely with Department Directors, union representatives, and staff throughout all parts of the organization. Their role is instrumental in building a strong corporate culture supporting onboarding, training, career planning and advancements, and performance appraisals.

Kentville offers a comprehensive benefits package including competitive compensation, pension plan, health and benefit plan, and regular training opportunities. The salary range for this position starts at \$86,954.

If you possess a diploma or undergraduate degree in human resource management or business, or a similar educational program with a CPHR designation, or a combination of these educational requirements or lived experiences that meet these requirements, along with at least five (5) years' experience working in municipal government, another government agency, or large business environment, then you might be very interested in this position.

Our goal at Town of Kentville is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. We welcome applications from Indigenous, African Nova Scotian and other racially visible people, persons with disabilities, and members of the 2SLGBTQIA+ community. If you are a member of one of the equity groups, you are encouraged to self-identify, on either your covering letter or resume. Contingent on meeting the minimum education or equivalent experience, your application will be a high priority during the screening process.



We thank you for your interest and please note that only candidates selected to move forward through the interview process will be contacted. Please send your cover letter and resume to jobs@kentville.ca or mail to Town of Kentville, 354 Main Street Kentville, Nova Scotia, B4N 1K6, "Human Resources Coordinator Position". This competition will remain open until the position is filled.