



# Job Posting

**Pension and Benefits Coordinator  
Human Resources Department  
(Full Time, Salary Range \$31.64 – 35.59 per hour)**

The County of Grey is currently recruiting for a highly motivated individual to join the Human Resources Team as Pension and Benefits Coordinator

Reporting to the Human Resources Manager, the Pension and Benefits Coordinator is responsible for the day-to-day administration of all pension and benefit information as well as the human resources information system (HRIS). The position provides information, guidance and advice to employees and managers related to their personal situation and job needs. The Pension and Benefits Coordinator also acts as primary backup to the Payroll Officers, when required.

The successful candidate must be able to manage multiple deadlines and have a strong attention to detail. The ability to effectively communicate, verbally and in writing, with all levels of the organization is required. Confidentiality, diplomacy and tact are key competencies.

A post-secondary diploma in Business Administration (Accounting), supplemented with three (3) years of directly related experience is required. The incumbent must also possess the Payroll Compliance Practitioner (PCP) certification or equivalent experience. Prior experience in the municipal sector and OMERS administration is preferred.

Candidates for the above position are invited to submit resumes prior to **Tuesday, August 4, 2020 at 4:30 p.m.** to:

Sandra Shipley, Human Resources Manager  
The County of Grey  
595 9<sup>th</sup> Avenue East  
Owen Sound Ontario N4K 3E3  
Fax: 519-376-4082  
Email: [sandra.shipley@grey.ca](mailto:sandra.shipley@grey.ca)  
Web: <https://www.grey.ca/careers>

**We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.**

*Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.*

*Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.*

*The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*