



2025-10-22

ENWIN Utilities Ltd., is currently accepting applications for the vacant position of:

Temporary Human Resources (HR) Coordinator
12 Months

Location: Windsor, ON (Hybrid)

Reporting directly to the Director, People, Safety and Culture, the Temporary HR Coordinator plays a key role in supporting the day-to-day operations of our Human Resources department. This dynamic position offers exposure to a broad range of HR functions including HRIS, employee wellness and engagement initiatives, training and development, benefits and pension administration, compensation, recruitment, records and attendance management, and more.

The Temporary HR Coordinator plays a vital role in supporting HR operations and driving continuous improvement. Responsibilities include maintaining accurate training records within the Learning Management System and actively recommending process enhancements. The coordinator ensures data integrity through regular audits and root cause analysis, collaborating closely with the HR Generalist to implement effective solutions.

This role manages full-cycle recruitment for designated employee groups, applying inclusive and forward-thinking practices to promote fair and equitable opportunities and a positive candidate experience. The coordinator also prepares and maintains essential HR reports, including staff counts, seniority lists, organizational charts, and analytics.

Additionally, the position contributes to strategic HR projects that advance departmental goals and foster a culture of continuous improvement. The coordinator supports employee engagement and wellness initiatives, helping to build a positive and supportive workplace environment.

The successful applicant must have the following skills and competencies:

- Diploma or Degree in Business with a concentration in Human Resources or related field.
- Minimum 2 years of experience in a similar position.
- Knowledge of principles and practices of HR administration and legislation and policies.
- Ability to work independently and as part of a team through successful positive and collaborative relationships.
- Exceptional communication skills.
- Experience in a unionized environment is essential.
- Experience using Microsoft Excel, Word, and PowerPoint is required.
- Strong planning skills.

Salary Range for Qualified Candidates: \$76,107 - \$84,563

Qualified applicants may apply at <https://www.applicantpro.com/openings/enwin/jobs> up to and including **Sunday, November 2, 2025. Please quote File #EWU-25-01-042 on application.** Although all applications are appreciated, only those candidates selected for an interview will be contacted.

ENWIN believes there is significant value in the diversity within our workforce and we are committed to continually enhancing and improving diversity and inclusion throughout our organization. As an equal opportunity employer, we encourage all qualified individuals to apply for employment opportunities and believe that strength flows from our individual differences and enables us to effectively serve our community.

ENWIN Utilities Ltd. provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and hiring process, please advise the Human Resources Department.