



PEOPLE & CULTURE COORDINATOR (Eighteen (18) Month Contract)

Niagara Peninsula Energy Inc. (NPEI) is seeking a qualified individual to join our management team for a maternity leave coverage assignment in the position of People & Culture Coordinator. The anticipated duration of the assignment is eighteen (18) months, with the potential for extension. This position is an in-office role working out of our corporate office located in Niagara Falls, with occasional travel to our Smithville office. Reporting to the People & Culture Manager and Wellness, Safety & Training Manager, this position will be required to leverage cross-functional relationships to foster an integrated and collaborative approach to support the creation and delivery of people solutions.

Primary Duties & Responsibilities:

- Provides day-to-day Human Resources and Health and Safety support for the People and Culture team on projects and administrative tasks including but not limited to maintaining employee and company files.
- Serves as a Human Resources and Health and Safety point of contact to assist in resolving employee issues in a proactive and positive manner.
- Assist with the administration of group benefits and pension plan and respond to inquiries from various stakeholders.
- Assist with inquiries relating to benefits and interpretation of the Collective Agreement.
- Assist with talent acquisition and various recruitment needs.
- Assist with and maintain a progressive and interactive onboarding process for all new employees.
- Assist and coordinate with ongoing internal and external training and skill development requirements.
- Assist with coordinating and supporting health, safety and wellness program initiatives.
- Coordinate and assist with special projects that support the needs of the department and company.

Required Qualifications & Skills:

- Bachelor's Degree in Human Resources Management, Business Administration or related field.
- Registered with Human Resources Professionals Association (HRPA) and working towards the CHRP and/or CHRL Designation.
- Requires 0-2 years of related work experience in a similar role.
- Work experience, cooperative education placement or student work in an electric utility is an asset.
- Knowledge of Ontario employment law including the Employment Standards Act, Ontario Human Rights Code, Accessibility of Ontarians with Disabilities Act and the Occupational Health & Safety Act.
- Strong written and verbal communication skills.
- Exceptional attention to detail, organization and project management skills.
- Demonstrated ability to maintain confidentiality and professionalism.

How to Apply:

Interested and qualified applicants are encouraged to apply by submitting a cover letter and resume no later than **4:30 p.m. on Friday, May 30, 2025** to people.culture@npei.ca.

Niagara Peninsula Energy Inc. is committed to creating an inclusive workplace and we encourage candidates from diverse backgrounds, experiences, and those who may need accommodation to apply to join our team. Our commitment to excellence in diversity goes beyond promoting equity. By incorporating a variety of experiences and perspectives, we create opportunities for innovative solutions and maximize the impact of our work.

We sincerely thank all applicants for their interest in this position; however, due to volume, only those selected for an interview will be contacted. Niagara Peninsula Energy Inc. is an equal opportunity employer and is AODA compliant. If you are selected to participate in the recruitment process for the position to which you have applied and require a disability-related accommodation, please notify the People & Culture Department.