



CAREER OPPORTUNITY

Essex Power Corp is a forward-thinking organization built on excellence, collaboration, and innovation. Guided by our core values, we foster strong relationships, make thoughtful decisions, and achieve results with integrity. These values have earned the trust and confidence of our employees, customers, business partners, and communities — and they continue to shape the way we work every day.

We are seeking an experienced and dynamic

Human Resources & Corporate Services Officer

to join our leadership team. This key position sits at the intersection of Human Resources, Payroll & Benefits Administration, Corporate Governance, Administration, and Executive Support.

As a trusted advisor to the President & CEO, a resource to the Executive Team and Board of Directors, and a dependable resource to employees across the organization, this role plays a pivotal role in translating leadership vision into organizational and people success.

Key Responsibilities

- Human Resources Leadership
 - Recruitment & retention strategies
 - Training & development programs
 - Compensation & performance management frameworks
 - Employment standards and privacy legislation
 - Employee relations, and engagement initiatives
- Payroll & Benefits/Pension Administration - ensure accurate and timely payroll processing and manage employee benefits programs and pension.
- Corporate & Board Governance - support governance processes, board meetings, and compliance with corporate policies.
- Executive Support – provide strategic and administrative support to the President & CEO and Executive Team.

Qualifications

- Post-secondary education in Human Resources, Business Administration, or related field
- CHRP/CHRL designation is an asset
- 7–10 years of progressive HR and corporate administration experience
- Strong knowledge of Ontario Employment Standards and Privacy Legislation
- Proven experience supporting executive leadership and boards of directors
- Exceptional organizational, communication, and interpersonal skills
- Demonstrated ability to manage confidential information with discretion

Why Join Us

- Be part of the leadership team with direct impact on organizational success
 - Shape HR strategy and governance practices that influence the entire company
 - Work in a collaborative, people-first environment
 - Competitive compensation, benefits and pension package
 - Opportunities for professional growth and leadership development
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Interested applicants are invited to submit in confidence a cover letter and a detailed resume as a **single document (saving file as your last name and first name with no spaces)** to

recruitment@essexpower.ca

*Please note **Human Resources & Corporate Services Officer** in subject line*

Essex Power is dedicated to promoting diversity, equity, inclusion, and belonging in the workplace. To achieve this, we strive to create a supportive work environment and a culture that welcomes everyone and encourages equitable opportunities for all employees, and we encourage all qualified individuals to apply for employment opportunities.

Essex Power provides accommodation in accordance with applicable laws through all stages of the hiring process. If an accommodation is required for any part of the application and selection process, please advise Human Resources.

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.