



MARKHAM PUBLIC LIBRARY

Recruitment & Accounts Assistant

Job Posting # 2025-48

Job Type: Non-Union Full-time

Hour: 35 hours per week on average

Number of openings: 1

Salary: \$67,369 - \$76,557 per annum

Grade: 5

Posting Date: December 3, 2025

Closing Date: December 24, 2025, by 4:30 p.m.

Applications are now being received for the above position at the **Administration Centre** of the Markham Public Library.

VISION FOR THE POSITION

The *Recruitment and Accounts Assistant* provides critical administrative support for the Library's recruitment functions. They support the workforce planning and talent management functions by assisting with various administrative functions in the recruitment process, including posting job vacancies, pre-screening applicants, and scheduling interviews.

This position also assists in the performance of administrative tasks related to basic accounting functions. They assist the Financial Analyst with various accounts administrations including, verifying and matching vendors' invoices for approval, supply ordering and issuing purchase orders.

This position requires exceptional organizational skills, strong interpersonal communication, the ability to establish and maintain effective work processes that improve efficiency, discretion with sensitive, confidential HR information and the ability to be accurate and attentive to detail. The RHR Administrator provides excellent internal customer service to the management team and to prospective employees. They are warm, professional and creates a positive impression of the library when interacting with applicants. The RHR Administrator achieves consistently high standards of work through the conscientious attention to quality.

DUTIES AND RESPONSIBILITIES

Recruitment

1. Supports the Library's recruitment function by posting job vacancies, screening resumes, scheduling interviews for identified candidates and managing logistical details (printing interview packages, room bookings, coordinating the schedules of the recruiters, etc.).
2. Maintains the library's applicant tracking system by inputting and updating new job postings, scanning materials related to the interviews, inputting notes, maintaining and generating recruitment reports and dashboards, updating tracking sheets and organizational charts.
3. Manages incoming applications. Prepares short-lists of candidates as directed.
4. Conducts reference checks for shortlisted applicants.
5. Maintains and administers recruitment files for the Library's recruitment functions and oversees due diligence checks (e.g. VSC).
6. Assists the *HR and Compensation Specialist* with onboarding of new hires and with data entry in the HRIS.
7. Assists the *Manager, Workforce Development* with large-scale recruitment initiatives including recruitment for Summer Camps by managing all logistical details.

8. Processes recommendations for successful candidates and prepares the letters of offer for approval.
9. Prepares and publishes internal postings for the MPL union notice boards.
10. Assists with the organization of new staff orientation sessions, and scheduling associated with staff on-boarding plans. Maintains records of completed on-boarding plans.

Accounts Administration

11. Working closely with the Financial Analyst, verifies and matches vendors' invoices for approval and supports the payment process.
12. Prepares invoices for services rendered as required.
13. Assists with supply orders as required.
14. Prepares letters and order forms as required and provides information to the branches.
15. Maintains Library records and files.

Customer Service

16. Responds to potential applicants' inquiries related to employment at MPL.
17. Responds to general queries pertaining to recruitment from Managers and staff.
18. Responds to routine queries from staff related to accounting functions.

General Duties

19. Writes, maintains, and supports a variety of reports or queries using appropriate reporting tools, as well as assist in the development of standard reports as required.
20. Supports various HR projects and provide administrative support to the Admin team.
21. Responds to ad hoc requests internally and externally.

QUALIFICATIONS

1. Post-secondary degree from a recognized university or community college in Human Resources.
2. Minimum 3 years' experience working in a full scope recruitment function.
3. Working knowledge of and current experience in basic accounting functions is an asset

DEMONSTRATED SKILLS

1. Evidence of excellent organizational, analytical, critical thinking, problem solving and interpersonal skills
2. Exceptional communication skills. Excellent telephone service skills. Proven ability to support internal customer needs.
3. Strong demonstrated teamwork skills, including the ability to work in cooperation with other staff members.
4. Strong attention to detail and a high degree of accuracy. Ability to input and retrieve data electronically, including evidence of proficiency in MS Excel.
5. Ability to use discretion and maintain the confidentiality of sensitive HR information
6. Ability to manage high volume of work and competing priorities effectively. Comfortable working to tight deadlines.

CORE COMPETENCIES

- Service Orientation
- Embraces Inclusion, Diversity, Equity and Access
- Ensures Accuracy and Attention to Detail
- Thinks Critically

All interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of the position to:

E-mail: jobposting@markhamlibrary.ca

Please quote the **job posting # 2025-48** in the subject line.

Markham Public Library offers accommodation for applicants with disabilities in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require a code-protected accommodation through any stage of the recruitment process, please make them known when contacted, and we will work with you to meet your needs.

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