



## **EMPLOYMENT OPPORTUNITY**

### **Temporary Human Resources Coordinator**

Starland County is seeking an energetic, highly motivated professional to fill a maternity leave full-time term position of Human Resources (HR) Coordinator. The HR Coordinator is responsible to provide support to various HR processes including the recruitment cycle, new employee orientations, performance reviews, organizing employee events, driver files for National Safety Codes, and customer service. The HR Coordinator responds to all County employee inquiries regarding personnel policies and the benefits package. In addition, this position acts as back-up to the payroll administrator therefore experience in this area will be considered an asset.

The preferred qualifications for this position include post-secondary education in Human Resources and proficient computer skills of the Microsoft Office Suite software. The preferred candidate will have a minimum of 2 years experience in a similar type role. The successful candidate must be able to maintain strict confidentiality as well as have exceptional verbal and written communication skills. Strong computer and organizational skills, effective problem-solving skills, and a keen interest in HR are assets.

The successful applicant will be required to work a 35-hour workweek, Monday to Friday. A clear Criminal Record Check will need to be completed by the RCMP prior to commencement of employment.

If this opportunity is of interest to you, please forward your resume to the address below no later than 4:00 p.m. on Friday, January 31, 2020. Additional information, including a job description, is available at [www.starlandcounty.com](http://www.starlandcounty.com).

Starland County  
PO Box 249  
Morris, AB T0J 2B0  
Attention: Kory Schofer  
Human Resources Coordinator

Fax: 403.772.3807  
Email: [kory@starlandcounty.com](mailto:kory@starlandcounty.com)

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