

EMPLOYMENT OPPORTUNITY

Human Resources Coordinator



Starland County is seeking an energetic, highly motivated professional to fill a full-time position of Human Resources (HR) Coordinator. The preferred qualifications for this position include a bachelor's degree in human resources, business administration, commerce, or any other related field. The preferred candidate will have a minimum of 3 years experience in a similar type of 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. Proficient computer skills with the Microsoft Office Suite software and high attention to detail are strongly preferred. This job duties will include, but are not limited to the following:

- ✓ Provide support to supervisory and employee HR inquiries
- ✓ Research, design and implement human resources initiatives, policies, directives, and programs in accordance with best practices, legislated standards, and organizational need
- ✓ Involved in the full cycle recruitment process
- ✓ Maintain employee personnel files
- ✓ Perform new employee orientations
- ✓ Prepare performance evaluations
- ✓ Complete driver files for National Safety Codes
- ✓ Update Policy Manual and Personnel Policy
- ✓ Perform WCB follow up when necessary
- ✓ Acts as a liaison with Sunlife regarding employee group insurance benefits program
- ✓ Acts as a back-up to the payroll administrator and ATB Agency

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 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, November 10, 2023. Additional information, including a job description, is available at www.starlandcounty.com.

Starland County
PO Box 249
Morrin, AB T0J 2B0
Attention: Human Resources Coordinator

Fax: 403.772.3807
Email: hr-office@starlandcounty.com

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