



Career Opportunity

County Manager Department | Permanent Full-Time Position
Monday - Friday | 8:30am - 4:30pm

HUMAN RESOURCES COORDINATOR

Lacombe County has a great opportunity for a Human Resources professional to join our team. We're looking for someone who is enthusiastic, personable and who enjoys providing support to others to work on a variety of projects and make positive contributions to our workplace.

Reporting to, and in collaboration with, the Manager of Human Resources, the Human Resources Coordinator will carry out the administration of various day-to-day operations of the human resources functions. This position works closely with all levels of employees throughout the organization; the ability to build and maintain relationships is instrumental.

Key Duties and Responsibilities:

- **Recruitment:** Assist with the recruitment process: create job postings, advertise, screen applications, participate in interviews, create employment agreements, etc.
- **HR Support:** Provide HR support as needed for research, investigation, project support and administration.
- **Benefit Administration:** Assist with administration of employee benefit programs (pension, group benefits, health spending account, etc.). Liaise with WCB and the LTD carrier to manage active files.
- **Customer Service:** Provide high quality, timely and professional customer service to internal and external stakeholders. Provide orientations for new staff.

Ideal Qualifications:

- Completion of formal education in Human Resources Management with undergraduate degree or a combination of post-secondary education and relevant experience in a progressive Human Resources environment. Working towards (or have the desire to obtain) the CPHR designation is an asset;
- Demonstrated knowledge of Human Rights legislation, Employment Standards legislation, and Occupational Health and Safety legislation;
- High degree of accuracy and proficiency in Microsoft Office applications;
- Ability to learn and adapt to changing conditions;
- Skilled at using courtesy, tact and discretion in dealing with requests, complaints and clarification of information.

We support a work-life balance and offer an excellent compensation package including a comprehensive group benefits package (including pension plan), a health/wellness spending account, a flex time program, work from home program, and professional development opportunities.

We are committed to maintaining a vibrant, healthy, safe, caring and inclusive work environment. We hire great people who are looking to contribute to our respectful workplace.

Please forward your application no later than Tuesday, September 20, 2022 to: hr@lacombecounty.com.

****Applications will be reviewed and scheduled for an interview as they are received.****

We thank all applicants for their interest; however, only those invited for an interview will be contacted. **Please note:** All applicants must be legally entitled to live and work in Canada. This competition may remain open longer until a suitable candidate is found.