



A great place to work starts with you!

With a population of 32,097, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, just 20 minutes from downtown, and stretching over 2438 sq. km. of picturesque landscapes.

Now Hiring: Human Resources Administrator (Competition #23-67)

Parkland County has an opportunity for a *permanent, full-time* Human Resources Administrator position in the Employee Services department. Reporting to the Director, Employee Services, the Human Resources Administrator assists the Employee Services team by owning the filing and records management process, which includes file creation, maintenance and organization of electronic and physical file systems. This position is responsible for providing a wide range of administrative support services, including processing invoices, ordering supplies, drafting and proofing correspondence, updating spreadsheets, coordinating meetings and supporting departmental projects or initiatives. In addition, this position maintains the learning management system and assists with training organization and tracking. During peak periods, this position will also provide support to the Human Resources department with administrative tasks within the recruitment and onboarding function.

As this position will manage all physical records for Employee Services, this position will not be eligible for remote or hybrid work arrangements and will be required to work in office during regular working hours.

The ideal candidate for this position will have the following:

- High-school Diploma with some post-secondary coursework in a related discipline such as Office or Business Administration. Formal training in Records Management would be considered an asset.
- Two to four years of experience in an administrative capacity in an office environment.
- Advanced computer proficiency including Microsoft Office applications (Word, Excel, Outlook, Teams and OneNote).
- Demonstrated organizational and time management skills with accuracy and attention to detail.
- Experience working in a fast paced environment with the ability to take initiative to problem solve and create efficiencies.
- Experience with records management, organization of filing systems and familiarity with FOIP.
- Previous experience coordinating training and/or corporate events.
- Strong written and oral communication skills.
- Valid Class 5 Driver's License. Upon hire, a satisfactory current Driver's Abstract must be provided.
- The ability to lift up to 20kg in order to manage physical records and assist with training set up and take down.

The total rewards package for this position includes:

A starting annual salary of \$50,078 - \$62,597 based on a 35-hour work week and the option to join the Earned Day Off Program where you work an extra 45 minutes per day and can take every second Friday or Monday off.

In addition, extended health and dental benefits, access to our confidential Employee and Family Assistance Program, paid sick time, three (3) weeks vacation a year with your birthday off, and up to 7 personal days per year are offered. Our organization offers access to physical fitness including an employee on site gym and lunch exercise programs, a Social Club, a mental health committee, and a comprehensive training program with extensive learning and development opportunities. Visit our careers page to view the complete Total Rewards Package for this position!

Additional Information

Interested Candidates are Invited to Apply Online at careers.parklandcounty.com by Tuesday, August 15th at 4:30p.m.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. Applications will only be considered through the Parkland County website.

We are committed to fostering an inclusive workplace that welcomes, respects and values the multivariate diversity of current and prospective employees. We strive to provide reasonable access and accommodation throughout the recruitment and employment process. If you have any questions regarding this, please connect with our team at humanresources@parklandcounty.com