



HR Administrator – Total Compensation Human Resources

Red Deer is Alberta's third largest city, a growing city built on entrepreneurialism, innovation and community spirit that drives who we are and what we do. We, as a city, are served by an innovative government, inspired by the people and businesses that live here, and filled with vibrant places and spaces for people to connect and community to thrive. Located halfway between Calgary and Edmonton, Red Deer an active city rooted in an expansive park and is young and vibrant with a median age of under 35 years. With a diverse and resilient educated workforce, strong average family income, and ideal geographic location, Red Deer is a highly desirable place to live and do business and continues to grow.

The Opportunity:

The City of Red Deer is currently recruiting to fill the permanent full-time position of **HR Administrator – Total Compensation** for our Human Resources department. The HR Administrator will add capacity to the HR Department's Total Compensation section program administration functions to complete base service requirements, address backlog, provide back-up, and process documentation. This role is critical to program maintenance (e.g., Pension, Benefits, Payroll, Disability Management). The role will perform key administrative and accounting functions, both during the year and at year-end, and provide back-up to many other key program functions.

As our preferred candidate you will have:

- Possess National Payroll Institute - Payroll Compliance Practitioner Certification OR an applicable two-year post-secondary diploma (e.g., Human Resources, Business Administration) that includes accounting courses, plus additional payroll experience. Other educational equivalencies such as CEBS, may be considered when combined with exceptional experience.
- Two years' experience in human resources/payroll administration (preferably working for a large, complex, unionized, Canadian organization).
- Strong analytical skills and the ability to process a high volume of information accurately and meet strict deadlines.
- Attention to detail and integrity in dealing with highly confidential / sensitive information.
- Excellent customer service skills and ability to respond effectively to inquiries.
- A general knowledge of benefits administration would be an asset.
- Knowledge of generally accepted accounting principles and basic office procedures.
- Knowledge of current HR processes including HRIS software to support them.
- Proficient with Excel and other Microsoft Office software.
- Team oriented to collaborate with the ability to work independently.

What we offer:

In addition to the very competitive hourly rate of \$38.34 to \$40.36, we offer a great work environment with a dynamic and dedicated team of likeminded professionals.

If you like what you have read and think this is the job for you; come build your career with The City of Red Deer. We are committed to a healthy, vibrant, and sustainable community. Our employees are the cornerstone of our organization and working with us will provide you with the opportunity to work in an ever-growing environment and to work with an awesome group of people.



We welcome applications until May 7, 2024
For more information and to apply online, please visit
www.reddeer.ca/careers

Applicants not contacted are thanked for their interest.