



Employment Opportunity: Re-Post
HUMAN RESOURCES ADVISOR II
Permanent, Full-Time
Location: High River, Alberta (On-site)

It is an exciting time to join Foothills County and our human resources team. We are looking to add an experienced Human Resources Advisor with intermediate-level generalist experience.

In addition to providing support for a variety of human resource tasks across the organization, this individual will be a crucial member of the HR team and will report to the Manager of Human Resources.

As a subject matter expert with a generalist background, the Human Resources Advisor will act as a trusted advisor to employees, supervisors, and management within the organization on a wide range of HR services and issues. The successful candidate will have great interpersonal skills, a proactive and collaborative attitude, and a strong work ethic.

We are looking for a highly ethical team player who takes initiative and thrives in a busy, fast-paced environment. Key responsibilities will include full-cycle recruitment, employee onboarding and orientation, supporting change and performance management initiatives, responding to employee and labor relations issues, and handling the department's day-to-day activities.

Qualifications, Education and Experience:

- Must possess a bachelor's degree or diploma in Human Resource Management.
- A minimum of three years of experience as a generalist or advisor in human resources, or five years of progressive HR-specific experience with increasing scope and responsibility is essential.
- A Chartered Professional in Human Resources (CPHR) certification or progress towards completion is preferred.
- Demonstrates knowledge of the Alberta Employment Standards Code, Occupational Health & Safety Act, Human Rights Act, WCB, FOIP, and PIPEDA regulations.
- Experience with Microsoft Office applications and software, such as HRIS, ATS, and Avanti, is strongly desired.

Skills Required:

- Demonstrates integrity, humility, and ethical behavior in both actions and decisions.
- Ability to engage, inspire and build effective working relationships and collaborate with all stakeholders.
- Ability to adapt to a fast paced and changing work environment with competing demands.
- Demonstrates a solid work ethic and sound professional judgement, including taking initiative and having a high degree of respect for discretion and confidentiality.
- Sound problem-solving and influencing skills, including the ability to understand broad human resource issues and resolve conflict situations in a diplomatic manner.
- Excellent communicator with strong written and verbal communication skills.
- Superior organizational skills and excellent attention to detail.
- Expertise with total compensation rewards, payroll and benefits is considered an asset.

To view a full copy of this Job Description please visit www.foothillscountyab.ca and click on Careers.

To apply:

1. Send your cover letter and an up-to-date resume via email to: opportunities@foothillscountyab.ca
2. Please include the job title in your cover letter and email subject heading.
3. Send to the attention of: Human Resources Department, Foothills County, Box 5605, 309 Macleod Trail, High River, Alberta T1V 1M7.

PLEASE NOTE: The application review process will be ongoing and the position will remain open until filled.

We thank all applicants for their interest; however, we will contact only those under consideration.