

TOTAL REWARDS & WELLNESS ADMINISTRATOR - 3 MONTH TERM

Position ID: J0925-0094

Job Type: Term Full Time

Department: Human Resources

Number Of Positions: 1

Min Salary: \$32.68/Hour

Max Salary: \$40.85/Hour

Posting Closing Date: September 17, 2025

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The HR team is a close-knit team that thrives on collaboration, connection, and transparency. We genuinely value and support one another, and we bring a positive, outgoing energy to everything we do. Whether we're tackling projects or sharing a laugh over coffee, we believe in building meaningful relationships and creating a space where everyone feels heard and appreciated. If you're someone who enjoys working with friendly, communicative teammates who lift each other up, you'll fit right in!

The Total Rewards and Wellness Administrator supports the development and administration of the organization's benefits program. This position works closely with the HR team and employees all across the organization to ensure that employees receive timely, responsive benefits administration.

Responsibilities include:

- Assist in the administration of benefit programs for all employees; maintain accurate and up-to-date records of employee benefits
- Respond to employee inquiries about benefits
- Provide clear communication on plan options, eligibility, and deadlines
- Coordinate with the respective departments to ensure benefits are set up in a timely manner
- Assist in claims management functions related to disability and leaves of absence, engaging in consultations with employees, team leaders, and benefit providers
- Balance the interests of the employees and the City within the scope of the benefits plan

You Bring:

- Degree, diploma, certificate (or working towards) in Business/Human Resources or a related field
- Chartered Professional in Human Resources (CPHR) certification (or working towards) preferred
- An equivalent combination of education and experience may be considered for this role
- Minimum 2-3 years' experience working in the Human Resources field specific to benefits administration (BlueCross experience is considered an asset)
- Good understanding of benefit programs
- Highly proficient in Microsoft Office, specifically Excel
- Demonstrated administration and organizational skills
- High degree of confidentiality
- Interpersonal savvy and the ability to communicate with a wide variety of stakeholders
- Excellent written and verbal communication skills
- Ability to have open dialogue and collaborate with team
- Self-motivated with the ability to work autonomously

We Offer:

Competitive compensation and the following benefits:

- EAP (Employee Assistance Program)
- annual adult Genesis Place pass

We believe connection and culture are the keys to our customer service. We do this through continuous learning, regular team building, and organizational social events so all employees have the knowledge to provide excellence in service to our community.

Additional Information:

This is a full-time, three-month term position (37.5 hours per week), with the possibility of extension based on organizational needs.

The ideal start date for the successful candidate is September 29, 2025.

Next Steps:

Candidates are invited to apply online at www.Airdrie.ca. We only accept resumes and additional application documents through our online recruitment system. In person applications, email or other online forms will not be considered. If you require an accommodation during any part of the application or hiring process, please contact us and we will work with you to meet your needs.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.