



Human Resources Coordinator

Join Our Team and Help Shape the Future of Drumheller!

Are you passionate about people, organization, and fostering a positive workplace culture? The Town of Drumheller, a growing, forward-thinking community in the heart of the Canadian Badlands, is seeking a Human Resources Coordinator to join our dedicated team within the Office of the Chief Administrative Officer (CAO).

This position is an excellent opportunity for a motivated HR professional who enjoys variety, thrives in a collaborative environment, and is eager to contribute to a municipality that values innovation, teamwork, and community service.

POSITION SUMMARY

The Human Resources Coordinator delivers general Human Resources (HR) services across all departments. The position applies to policies, legislation, and collective agreements with discretion and professionalism to ensure consistent, efficient HR service delivery. This coordinator plays a key role in ensuring a consistent and respectful approach to HR service delivery and supports initiatives across the full range of HR functions.

SPECIFIC ACCOUNTABILITIES

- Coordinates end-to-end recruitment processes, including job postings, screening, interview scheduling, reference checks, and drafting offer letters.
- Organizes and facilitates onboarding and orientation activities for new employees and ensures required documentation and training are completed.
- Delivers and maintains the Town's new-hire orientation presentation and materials, coordinates updates, schedules facilitators, and tracks attendance and feedback.
- Maintains and updates employee records in the Human Resources Information System (HRIS), ensuring accuracy, confidentiality, and legislative compliance.
- Responds to day-to-day inquiries from employees and supervisors regarding policies, benefits, leaves, and general HR practice while redirecting complex issues to the HR Manager as appropriate.
- Administers employee benefits and pension enrollments, changes, and terminations.
- Coordinates leave-of-absence processes, including sick leave, parental leave, disability leave, Workers' Compensation Board claims, and return-to-work planning, and ensures proper documentation and communication.
- Supports the HR Manager with confidential labour relations matters, including gathering documentation for grievances, attending union meetings in a support role, and maintaining secure records.
- Assists in research and preparation of HR policies, procedures, job descriptions, and compensation benchmarking.



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- Coordinates and tracks corporate training programs and employee development activities and assists in planning staff engagement or wellness events.
- Supports offboarding procedures, including resignation processing, retirement documentation, exit interviews, and records closure.
- Assists in special HR projects and initiatives as required.
- Cross-trains and serves as backup to the Payroll Administrator; provides coverage for payroll processing cycles, benefits and pension transactions, and related reporting during absences or peak periods, as assigned.
- Promotes a respectful and inclusive workplace aligned with the Town's values and in compliance with the Alberta Employment Standards Code, Alberta Human Rights Act, Occupational Health and Safety Act/Regulation/Code, *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)*.

EDUCATION AND EXPERIENCE

- Holds a post-secondary degree, with preference for Human Resources, Business Administration, or a related field.
- Possesses a minimum of 2–3 years of experience in a generalist HR role, preferably in a unionized and/or public-sector environment.
- Has experience interpreting and applying employment legislation, workplace policies, and collective agreement provisions.
- Chartered Professional in Human Resources (CPHR) designation (completed or in progress) is an asset.

ADDITIONAL REQUIREMENTS

- Is proficient with Microsoft 365 and HRIS systems; experience with report generation and data analysis is an asset.
- Maintains a high degree of confidentiality, discretion, and professionalism.
- Demonstrates strong interpersonal and communication skills, with the ability to build respectful and collaborative relationships across departments.
- Is highly organized with attention to detail and the ability to manage multiple priorities.
- Contributes to a team-oriented culture and supports projects across all areas of HR as needed.
- Holds a valid Class 5 driver's licence and a satisfactory criminal record check.

Employment Category: Permanent Full-Time
Hours per Week: 37.5 hours (Monday to Friday)
Pay Scale: \$66,633.00-\$88,860.00

BENEFITS: The Town of Drumheller offers a competitive compensation package that includes salary, vacation, personal leave, extended health and wellness benefits, LAPP pension (effective date of hire), professional development support, and an excellent team environment.



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HOW TO APPLY: Please submit your **cover letter and resume** through the [CAREERS](#) section on our website before end of day November 21, 2025.

The Town of Drumheller is an equal opportunity employer and strongly supports diversity in the workplace. All qualified candidates who are authorized to work in Canada are encouraged to apply.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Live, work, and thrive in the heart of the Canadian Badlands!