

The Town of Sylvan Lake is a thriving, connected lakeside community that is resident focused, visitor friendly and THE place to do business. Fifteen minutes from Red Deer, and an hour and a half from both Calgary and Edmonton, we offer the amenities of a larger center with the relaxed living atmosphere of a smaller community. With abundant year-round recreational and cultural activities, we have definitely earned the name of "Brilliant All Year!"

The Town of Sylvan Lake's mission is to deliver responsible municipal services and infrastructure that support an outstanding quality of life, unforgettable experiences, and a strong, diverse economy. We achieve that through our values of integrity, accountability, engagement, innovation, diversity and inclusion and our highly skilled workforce. We are

Human Resources Coordinator
Full Time – 35 hours per week
Wage Range \$35.81 - \$42.76

SUMMARY

The Human Resources Coordinator supports a positive employee experience by managing day-to-day HR operations including recruitment, onboarding, documentation, and transactional HR processes. The role provides essential support by contributing to workforce planning, HR policy implementation, disability and return-to-work coordination, and corporate HR initiatives. This position builds foundational skills with the opportunity for career progression and plays a key role in shaping a respectful, inclusive, and engaged workplace culture across all departments.

The ideal candidate will have Generalist experience with advanced skills in recruiting, preferably for a municipality. Preference will be given to applicants with effective communication skills and attention to detail. HRIS systems implementation experience, particularly with Dayforce is an asset. A future re-evaluation of this position may increase the complexity of these duties and will consider the capacity and skills of the successful candidate.

PRIMARY FUNCTIONS

Recruitment and Onboarding:

- Supports hiring managers through efficient and effective recruitment, screening, selection, Interviewing and onboarding/offboarding processes
- Schedules, develops and facilitates new employee orientations focused on the Town's strategic initiatives and commitment to a positive culture

HR Administration:

- Coordinates the preparation and execution of accurate job descriptions, employment contracts and various correspondence
- Maintains accurate HR records, databases, reports and metrics, tracking approvals accordingly both manually and via HRIS systems
- Assists with disability claims submission

Employee Relations:

- Responds to employee and manager inquiries
- Provides information regarding policies and processes
- May assist with employment matters such as program development, performance, job evaluation and succession planning.

EDUCATION AND EXPERIENCE

- Certificate or Diploma in Human Resources
- 3 Years experience in a generalist or recruitment position (with preference for municipal experience)
- Working knowledge of payroll, benefits and health and safety administration to collaborate with and provide information to other departments
- Demonstrated experience and knowledge in disability administration, employment standards, human rights and privacy legislation
- Advanced knowledge of Microsoft Suite including advanced Excel and PowerPoint
- Working towards CPHR designation (an asset)
- Class 5 Drivers License with 2 or fewer moving violations
- RCMP based Vulnerable Sector Check

Benefits and Perks

In addition to having a fantastic community culture and work life balance, the Town of Sylvan Lake offers training and development opportunities, competitive rates and a generous benefit package that includes:

- Health, Dental, Life and Disability - 100% coverage paid for by the Town
- Generous Defined Benefit Pension Plan
- Wellness Program – Wellness spending, paid wellness and sick time, Recreation Centre membership
- Earned Day off Program (one day bi-weekly)

How to Apply:

Email your resume and cover letter to employment@sylvanlake.ca and include why you want to work for the Town of Sylvan Lake. Applications will be accepted until March 8, 2026.



The Town of Sylvan Lake is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada and meet the qualifications are welcome to apply. We thank all applicants for their interest in this position; however, only those candidates who are selected for an interview will be contacted.