

The opportunity

Leduc County is looking for an experienced and highly motivated Human Resources Administrator to join our team. Reporting to the Manager – Human Resources, Health and Safety, this exciting opportunity provides administrative support for employee programs and services. Through the administration of employee records, benefits, workplace leaves, human resources information systems, and compensation-related activities, the administrator supports the effective delivery of human resources services and serves as the first point of contact for employee inquiries.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

What you will do

- Serves as the first point of contact for inquiries related to recruitment, human resources, benefits, payroll, health and safety, and workplace programs, responding to questions and directing employees to the appropriate resources or team members.
- Provides administrative support for human resources and health and safety programs and services:
 - Maintains employee personnel files, forms, records, and documentation in accordance with legislative and organizational requirements.
 - Administers and maintains the human resources information system (Oracle), ensuring employee information is accurate, complete, and up to date.
 - Administers and maintains the learning management system (Bistrainer), including employee records, training assignments, reporting, system configuration and user support.
 - Administers the group benefits program, including enrollments, changes, terminations, communications, reconciliations, and coordination with providers, brokers, payroll, and employees.
 - Coordinates the flow of information, processes and forms between HR and all other departments within the organization.

- Supports recruitment activities, onboarding, offboarding and the orientation processes, as required.
 - Assists with reporting, metrics, audits, and departmental projects.
- Acts as the primary administrator for workplace leave programs, including medical, parental, and other legislated leaves.
 - Coordinates leave documentation, tracks employee leaves, and ensures accurate communication between employees, payroll, leaders, and benefit providers.
 - Escalates complex accommodation, disability management, or compliance-related leave matters to the Human Resources Advisor and/or the Health and Safety Coordinator.
- Provides administrative support related to compensation administration, job descriptions, job evaluations, salary reviews, compensation surveys, and related reporting.
- Tracks position management and job evaluation activities and maintains related records.
- Provides backup coverage for payroll administration functions, including payroll processing, payroll inquiries, data entry, and payroll record maintenance.
- Purchases goods/services on behalf of the county, within their assigned authority, ensuring efficient, responsible use of funds.
- Supports continuous improvement initiatives related to human resources programs, systems, and processes.
- Coordinates monthly service award recognition.
- Supports departmental event planning and implementation.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the Alberta Occupational Health and Safety Act, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

What you need to succeed

Must-have

- A certificate in human resources management and three years of related experience.
- Proficiency with Microsoft Office applications, human resource information systems, and database applications.
- Strong organizational, administrative, and customer service skills.
- The ability to prioritize competing demands, maintain accurate records, and manage detailed information.
- Strong verbal and written communication skills.
- Attention to detail.

- The ability to maintain the highest level of confidentiality.

Nice to have

- Registered Professional Recruiter (RPR) designation, and/or Group Benefits Associate (GBA) designation.
- Experience with payroll administration and payroll systems.
- Experience with Oracle and learning management systems.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$65,744.00 and \$82,180.00, flexible work options, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted via our website leduc-county.com to be considered.

We thank all applicants however only those selected for an interview will be contacted.