

## Human Resources Generalist

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As the Human Resources Generalist with the Town of Olds, you'll help make HR easier for employees and more efficient for the people delivering it.

You'll be part of a three-person HR team with the Manager of Human Resources and Payroll and Benefits Coordinator. Your work will touch nearly every part of the employee experience — recruitment, onboarding, employee relations, performance, benefits, records, payroll support, reporting, and process improvement.

Every day will look a little different. You might help a manager prepare for a performance conversation, coordinate interviews, answer an employee's HR question, update records in Avanti, and then turn your attention to an HR process that could work better.

### What you'll do

- **Help people navigate HR questions.** You'll provide practical guidance on policies, attendance, performance, workplace conduct, accommodations, respectful workplace matters, and other day-to-day employee concerns.
- **Keep recruitment and onboarding moving.** You'll coordinate job postings, screening, interviews, references, offers, orientations, onboarding documentation, and recruitment records.
- **Manage the details behind the employee lifecycle.** You'll maintain confidential employee records, process changes, support benefits administration, track attendance and leaves, and prepare HR correspondence.
- **Step into payroll when needed.** You'll act as backup for monthly and biweekly payroll during approved absences, with guidance available as you learn the Town's payroll processes.
- **Make HR processes better.** You'll have opportunities to improve forms, workflows, policies, systems, reporting, and employee communications — and take projects from idea to implementation.

You won't have direct reports, but you'll build relationships with employees and leaders across Town facilities.

### Here's what experience will help you succeed

We're looking for experience that has prepared you to do this work. You've likely:

- Helped employees or managers work through HR questions involving performance, attendance, workplace conduct, policy, or other employee matters.
- Coordinated recruitment and onboarding where accuracy, communication, documentation, and candidate experience mattered.
- Managed confidential employee information while keeping track of competing deadlines and details.
- Worked with HR, payroll, benefits, applicant-tracking, or records-management systems.
- Improved a process, form, workflow, or project from beginning to end.
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You should also be comfortable using Microsoft Word, Excel, Outlook, and Teams. The Town uses **Avanti** for HRIS, payroll, applicant tracking, and HR records, and **SharePoint** for organizational records management.

A high school diploma or equivalent is required. Related post-secondary education and a CPHR designation, candidacy, or progress toward a recognized HR designation are assets. An equivalent combination of education, training, and directly related HR experience may be considered.

[Review the detailed Human Resources Generalist job description.](#)

**What you'll receive**

- **\$40.89–\$46.27 per hour**
- 37.5-hour work week
- Regular hours of **8:30 a.m. to 4:30 p.m., Monday to Friday**, with a 30-minute unpaid lunch
- Health benefits
- Participation in the **Local Authorities Pension Plan (LAPP)**
- Opportunities to own HR improvement projects and see the impact of your work across the organization
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This is an in-office role. You'll also travel between Town-owned facilities within Olds; there is no regular travel outside Olds.

**Interested?**

If you like HR because it combines people, problem-solving, details, and the opportunity to make work better, we'd like to hear from you.

[Apply for the Human Resources Generalist position.](#)

**Applications close September 8, 2026, at 8:30 a.m. Mountain Time.**

The Town of Olds welcomes applications from people with a range of backgrounds and experiences. Only applicants selected for an interview will be contacted.