



## HUMAN RESOURCES COORDINATOR

Full-Time Out-Of-Scope

North Battleford is a vibrant city in northwest Saskatchewan with more than 15,000 residents, offering an affordable cost of living, strong quality of life, and a welcoming place to live and work.

Reporting to the Human Resources Manager, this out-of-scope generalist role supports recruiting and onboarding, employee relations, and other initiatives in support of the HR team, including Occupational Health & Safety. This position is ideal for a collaborative, detail-oriented professional with sound judgement and a commitment to a positive employee experience. The City of North Battleford's HR Department is a key support for the entire organization, with work reaching every part of the employee experience.

### Qualifications

- University degree or College diploma with specialization in Human Resources or a related discipline.
- Minimum four (4) years' generalist experience in Human Resources in a multi-union, public sector environment, including experience in full cycle recruitment, benefits and pension, human resources and labour relations advice, administration and interpretation of collective agreements, and human resources policies and procedures. The preferred candidate will have well developed communication and interpersonal skills.
- Proven ability to work using a high level of tact, integrity, political astuteness, and confidentiality.
- Knowledge of current legislation affecting Human Resources, including but not limited to the Employment Standards Act, WCB, Occupational Health & Safety (OHS), Labour Relations, and Human Rights. Experience with Payroll an asset.
- Ability to provide excellent and effective communication skills with all levels of staff, the public, both written and verbal.
- Strong computer proficiency with MS Office Suite.

### Responsibilities

- Administration and Records Management: create, administer, maintain and retain human resources records management.
- Recruitment and Selection: responsible for the full-cycle recruitment process for in-scope positions.
- Onboarding & Offboarding: manage the end-to-end onboarding processes.
- Compensation & Benefits: ensure timely enrollment for plan members and status changes.
- Data & Reporting: Generate reports including annual KPIs, seniority lists, and related dashboards.
- Talent Development & Employee Programs: support key initiatives, including performance reviews, surveys and assist in planning, coordination, and executing initiatives.
- Employee Support: Serve as the first point of contact for employee inquiries, ensuring a positive and supportive employee experience.
- General Support & Special Projects: provide administrative support for various people functions.

**To view the comprehensive job description, please contact HR at [hr@cityofnb.ca](mailto:hr@cityofnb.ca).**

Competition Number: **HR2026**

Salary: \$74,419 - \$92,740 (2026 OOS Wage Band)

Hours of Work: Monday to Friday 8:00 am to 5:00 pm (40 Hours per Week)

Posting Closing Date: Open until filled.

### Contact Information

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to email:

[hr@cityofnb.ca](mailto:hr@cityofnb.ca)

City of North Battleford  
1291 101<sup>st</sup> Street  
P.O. Box 460  
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700  
Fax: 306 445-0411

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

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the *Saskatchewan Human Rights Code*, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

[www.cityofnb.ca](http://www.cityofnb.ca)



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