



Do you aspire to be part of creating an incredible employee experience and working closely with a collaborative Human Resource Team to make a positive impact? Imagine working for an organization that embraces teamwork, fresh ideas, fun, professional development and continuous improvement. This is an exciting opportunity to influence and help build an Employer brand and evolve the value and support that Human Resources provides to Managers and employees in our workplace.

Westerner Park is Central Alberta's "destination for celebration" from hosting major concert events, sporting events and Westerner Days to the upcoming Canadian Finals Rodeo. We are looking for an experienced and qualified HR Coordinator to join our team. This is a new position to the organization. We invite you to apply if you have all of the required qualifications and experience listed below.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction the Human Resource Manager and in collaboration with the HR team your responsibilities will include, but are not limited to;

- Providing input into the development and/or continuous improvement of HR practices, process, and programs to enhance organizational effectiveness and efficiency.
- Working closely with the Business Unit Managers to respond to and proactively identify and plan for talent needs to support the growth and changing needs of the organization.
- Execute the full cycle recruitment process including updating and/or creating job descriptions, strategically posting on job boards according for type of position, collecting and screening resumes, managing interview logistics, preparing offers and background checks.
- Working closely with the HR Coordinator and hiring Managers to facilitate an exceptional on boarding and orientation experience for new employees.
- Provide coaching support to Managers and Supervisor on employee related matters.
- First point of contact for employee escalation matters or employee relation issues.
- Partnering with the business units to provide training materials and deliver presentations to support employee and organizational needs.
- Oversee administration of training grants for the organization and ensuring deadlines and requirements are met.
- Assist in administration of benefits for new and existing employees including documentation requirements and updates and point of contact for questions.
- Assisting with the coordination of general employee events and awards programs.
- Providing support and input into the development and Policies and Procedures

- Prepare various employee related documentation, letters, calculations based on relevant legislation and Westerner Park policies.
- Participate in the Continuous Improvement (CI) initiatives such as assisting in the research and in gathering information required for new programs and initiatives, required updates or to aid in making decisions.
- Coordinate specific tasks for Major Events such as Westerner Days Fair and Exposition.
- Other duties and responsibilities as needed.

## EXPERIENCE & QUALIFICATIONS

- Excellent administrative and organizational skills
- Careful attention to detail
- Superior oral and written communication skills
- Strong interpersonal skills with the ability to be tactful and professional at all times
- Proven ability to handle high degree of confidentiality and sensitive information
- A positive, solution focused, can-do attitude is essential
- Proficient in Excel, PowerPoint, Microsoft Word and Publisher are required
- An HR related Post-secondary degree is **required**
- Current CPHR designation is required or proof of candidacy to become a designated CPHR required
- A minimum of 3-5 years' experience Human Resource is required
- The ability to work additional hours during peak times as required

**AFFILIATIONS:** Westerner Employees Association– exempt

## TO APPLY:

**PLEASE EMAIL YOUR RESUME WITH THE SUBJECT LINE “HUMAN RESOURCE ADVISOR” TO [askus@westernerpark.ca](mailto:askus@westernerpark.ca). PLEASE BE SURE TO INCLUDE THE RANGE OF YOUR SALARY EXPECTATIONS.**

**This job description is not intended to be all inclusive. Personnel may perform other related duties as requested to meet the ongoing needs of the organization.**