

Do you aspire to be part of creating an incredible employee experience and working closely with a collaborative Human Resource Manager to make a positive impact? Imagine working for an organization that embraces teamwork, fresh ideas, fun and continuous improvement. This is an exciting opportunity to influence and help build an Employer brand and evolve the value and support 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 of the collaboration with the Human Resource Manager, your responsibilities will include, but are not limited to:

- Assisting with the recruitment process, including posting jobs, collecting and screening resumes, arranging interview schedules, conducting interviews and reference checks, and arranging orientation sessions.
- Provide Talent Management support in tracking, communications, oversee logistics and administration for training needs and training events.
- Oversee administration of training grants for the organization and ensuring deadlines and requirements are met.
- Work closely with the HR Manager and all Departments to provide an effective onboarding experience for new employees.
- Administration of benefits for new and existing employees including documentation requirements and updates.
- Assisting with the coordination of general employee events and awards programs.
- Providing support for development and formatting 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.
- Provide back up support for our Reception/Concierge.
- 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
- Working towards your CPHR designation considered an asset
- A minimum of 2-3 years' experience support 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 COORDINATOR” TO 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.