



“Because Family is Important”

This position is posted internally and externally

POSITION: Human Resources Coordinator

DEPARTMENT: Human Resources

JOB SUMMARY:

This position performs duties that require significant confidentiality, sensitivity and tact and is responsible for providing positive client-focused human resources support. The position assists with the coordination and delivery of HR programs, projects, and activities. The position conducts all work activities in an inclusive, safe, open-minded, non-judgmental manner and works collaboratively and effectively as a member of the HR team. The position reports to the Director, Human Resources.

HOURS: Monday through Friday, 8:30am – 4:30pm

RESPONSIBILITIES INCLUDE:

- Onboarding of new employees.
- Works collaboratively with internal and external resources to implement and maintain an effective HRMS system.
- Provides assistance in the recruiting process as requested by clients.
- Manages position descriptions and position hazard analysis.
- HR Administration including benefits, WCB, WI, exit interviews, report compilation and writing.
- Provides support and guidance to HR clients.
- Develops and maintains policies and procedures.
- Responsible for special projects as assigned.
- Works collaboratively with team members including back-up duties.

QUALIFICATIONS:

- Post-secondary education, with preference for Degree or Diploma in HR.
- A minimum of two years related experience in an HR environment.
- Able to work effectively as a team member in a busy HR department.
- Demonstrated initiative, innovation.
- Detail oriented.
- Excellent communication skills, both verbally and written.
- Must be able to work independently and effectively with strong time management skills.
- Adaptable to change.
- Understands and maintains confidentiality at all times.
- Computer literate with extensive proficiency in Microsoft Office, in particular Outlook, Excel, Word and PowerPoint.

- Experience with HRIS systems an asset.
- Experience in the non-profit sector an asset.
- CPHR or working toward CPHR preferred.
- The successful candidate will be required to provide a Police Information Check.

START DATE: February 2019

COMPETITION CLOSING DATE: January 16, 2019

Please submit, in confidence, a resume and cover letter referencing job posting HR4, including the area(s) you are available for, and where you viewed our ad:

Email: humanresources@lfsfamily.ca

Attention to: Human Resources

Mailing Address: Lethbridge Family Services
1098 – 3 Avenue North
Lethbridge AB T1H 0H7

Phone: (403) 327-5724

Fax: (403) 329-4924

While each application is welcomed, further communication/contact from the Agency will be limited to those applicants selected for an interview.

Lethbridge Family Services is an equal opportunity employer.

