



Lac La Biche County
welcoming by nature.

EMPLOYMENT OPPORTUNITY LAC LA BICHE COUNTY

Human Resources Coordinator Full-Time Permanent

Under the direction of the Human Resources Manager, the HR Coordinator provides support to Human Resources in the areas of recruitment, orientation, records management, inquiry responses and general support. This position implements Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment and the recruitment and ongoing development of a superior workforce. This incumbent also provides administrative support to, and operational services for, the Human Resources Department.

Responsible for:

- Assisting with recruitment activities for the purpose of filling vacant positions.
- Develop competition ads, forward to internal and external advertising mediums.
- Develop advertising strategies for various positions; involving working with newspapers, agencies, networks and online resources.
- Recommend to and liaise with senior managers, managers, and coordinators about competition strategies.
- Track advertising expenses and process invoices in a timely fashion.
- Answer inquiries from potential applicants regarding posted positions from (salary, hours, benefits, closing dates, etc.)
- Managing the application and interview process.
- Maintain an applicant tracking system.
- Pre-screen applicants, ensuring applicants are evaluated on the basis of their qualifications and that recruitment standards are fair, selecting the best qualified applicants.
- Develop and maintain interview plans.
- Develop and organize pre-assessment testing for applicants.
- Facilitate interviews, ensuring all panel members are familiar with and follow the interview process.
- Conduct reference checks, regrets and offers of employment.
- Ensure compliance with employment legislation.
- Develop and/or maintain tools to track recruitment activity stats.
- Maintains confidential employee files and recruitment files, protecting and processing through the County's Records Management System.
- Performs majority of work independently within scope of established guidelines/practices.
- Consults with manager where clarification or exception to policy may be required.
- Works with minimal supervision, as most duties are independent.

- Answer questions from current employees regarding salary, merit increase, anniversary date, performance appraisals, etc.
- Provide interpretation of the Human Resources Policies and Procedures
- Liaise with Payroll on a regular basis regarding staff onboarding, termination, pay changes, position changes, benefits, etc.
- Inputs information into Employee Tracking Sheet
- Processes employee long service awards
- Ensures clear communication with Payroll Services regarding updates made to salaries, position changes and terminations.
- Be a first point of contact for new hires.
- Prepares orientation package for new employees ensuring all information in the package is current and revises as necessary.
- Meets with new employees to discuss their orientation package and provides direction and information.
- Follows up ensuring all necessary and legislated paperwork is obtained and forwarded/filed as appropriate.
- Provides continuous improvement suggestions in on boarding (transition into the company) staff on an ongoing basis.
- Research training opportunities (including obtaining course information and costs).
- Compile participant lists and register participants.
- General event planning, preparation, and execution.
- Assist other team members with assigned duties during peak times.
- Act as an alternate for meetings/presentations in lieu of the HR manager.
- Assist with employee relations as directed.
- Assist program areas and employees with developing and reviewing position descriptions.
- Represent the County at local recruitment campaigns/initiatives.
- Participates in salary surveys.
- Promote workplace safety.
- Attend Health and safety meeting.
- Assist with the undertaking of internal reviews, coordinating external reviews and advising on related processes as needed.

Qualifications:

- Diploma in Human Resources Management, Business Management or related field.
- Must have proficient knowledge in Human Resource Management, Recruitment and Retention, Job Descriptions, Performance Review Methods and Techniques, Training and Career Development, and Mentoring and Coaching.
- Demonstrated knowledge of, and ability to interpret, all relevant Acts (i.e. employment legislation, Occupational Health and safety Act, Human Rights etc) and all applicable regulations.
- Understand the roles and responsibilities of municipal government.
- Interviewing Skills.
- Customer Service Skills.
- Conflict Resolution and Negotiation Skills.

- Knowledge of computerized human resource system and proficiency in Microsoft office suite.
- Effective written communication skills including the ability to prepare reports, proposals, policies, and procedures.
- Basic counseling skills
- Must submit a Driver's Abstract, Criminal Record Check, and Medical Assessment that meets the satisfaction of the County

Salary range is \$64,082.20 to \$82,919.20 annually

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
 - 100% Employer paid Health and Dental Benefits
 - Employee and Family Assistance Plan
 - Local Authorities Pension Plan
- Competition Number: 49-HRC-18
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.