

# CAREERS

## Human Resources Specialist

The Human Resources (HR) Specialist is responsible for managing the day-to-day functions of the Human Resources/Payroll department. The HR Specialist is also responsible for processing a weekly payroll for Hourly and Salaried employees in Alberta and British Columbia.

### Qualifications

- Demonstrated commitment to providing and maintaining a high quality of HR services
- Client-focused professional who displays a desire to understand and address the needs of others
- Self-starter who is proactive and solutions-oriented, always looking for ways to improve
- Knowledge and experience in multiple human resource areas, including recruitment, engagement and retention, compensation, training and development, and performance management
- Demonstrated knowledge of multi-provincial employment legislation and compliance requirements
- Strong interpersonal and relationship building skills
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Strong problem identification, conflict resolution, and negotiation skills
- Exceptional business writing and editing skills
- Active listener with the ability to communicate diplomatically and professionally with internal and external partners at every level
- Critical thinking, analytical decision-making, and sound judgement
- Strong knowledge of payroll/HRIS systems and internal controls
- Basic accounting knowledge sufficient to assist with G/L reconciliation of payroll-based accounts
- Familiar with the processing of salaries, bonuses, commissions, and other forms of compensation
- Proven ability to maintain the confidentiality of information and records
- Strong presentation and facilitation skills
- Excellent time and project management skills
- Excellent attention to detail and a high degree of accuracy
- Computer literacy, including intermediate to advanced skills in Microsoft Word, Excel, PowerPoint, and Outlook
- Proactive in ensuring job knowledge is current

## Education/Licenses

- Post-secondary degree or diploma in Human Resources
- CPHR designation is an asset
- Valid driver's license

## Experience

- Five to seven (5 – 7) years of Human Resources experience
- Experience with processing and administering payroll is preferred

## Functional Responsibilities

- Provide input and support to the Human Resources Manager in the general operations of the Human Resources department
- Carry out the day-to-day functions of the Human Resources department including recruitment, training and development, employee relations, and performance management
- Process weekly in-house payroll for all salaried and hourly employees, ensuring timeliness, completeness, and accuracy
- Enter new hire information, employee changes, terminations, and transfers of salaried and hourly employees into ERP system, including uploads of all related documentation
- Document HR processes and create manuals and workflows
- Coordinate recruitment activities including posting and maintaining job advertisements, screening candidates, scheduling interviews, and conducting reference checks
- Administer onboarding to new hires
- Coordinate completion of 30-day check-ins and probationary reviews with managers
- Plan, organize, and attend recruitment fairs as required
- Research and provide input on the creation of employee policies and procedures
- Advise, assist, and coach internal partners on the interpretation and administration of policies, programs, and best practices
- Conduct research and provide recommendations on compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements
- Source and recommend training that supports JEN COL strategic growth (ie: trusted advisors, growing leaders)
- Assist with internal and external training initiatives

- Administer performance management program, including training and follow up to ensure completion of objectives
- Consult on and assist with resolution of employee relations issues
- Compile and analyze statistical reports to identify and determine causes of personnel issues and develop recommendations for improvement
- Administer, analyze, and report on employee engagement survey
- Maintain and update job descriptions and career path documents
- Coordinate the processing of employee paperwork including new hires, promotions, salary increases, and terminations
- Coordinate offboarding and conduct exit interviews, providing management with analysis and recommendations
- Maintain accurate records and compile statistical reports relating to personnel data (ie: new hires, absenteeism, turnover, etc.)
- Monitor and keep abreast of legislative changes (ie: CRA, Employment Standards, Workers' Compensation, Human Rights, Privacy legislation, etc.) to ensure compliance throughout all HR functions
- Complete other duties and projects as assigned

## Working Conditions

- Office atmosphere
- Manual dexterity required to operate computer and peripherals
- Periodic driving of a company vehicle
- Occasional visits to construction sites (hazards associated with the construction industry)