



www.civida.ca

E: help@civida.ca

P: 780-420-6161

F: 780-426-6854

10232 112 Street NW

Edmonton, AB T5K 1M4

JOB POSTING

Position: HR Administrator

Location: Edmonton

Term: Full-time, Permanent

At **Civida**, HOME is our focus. We are the largest provider of social and affordable housing in the Edmonton area, managing over 4,500 social housing rental units and over 700 near market housing rental units. We offer both townhouses and apartments throughout the city. We welcome the opportunity to provide our families and individuals with a safe and secure place to call home. Visit Civida for more information.

Reporting directly to the Director, People and Culture, this position is responsible for providing human resources support to the HR department and employees of Civida.

Key Responsibilities:

- Provide support to the Director, People and Culture and HR Business Partners on a day-to-day basis.
- Responsible for all personnel file administration including documentation related to benefits, performance, training, etc.
- Work with HR Business Partners to assist in managing recruitment files, setting up interviews with candidates, creating documentation and presentations as required.
- Assist HR Business Partners with tracking training requests and coordination of Canada/Alberta Job Grant process.
- Responsible for providing orientation to new hires for completion of paperwork, benefits and pension.
- Assist with preparation of HR documents, like employment contracts, onboarding guides, etc.
- Set up training dates and time for internal training and external training as required.
- Responsible for providing orientation to new hires for completion of paperwork, benefits and pension.
- Assist with preparation of HR documents, like employment contracts, onboarding guides, etc.
- Set up training dates and time for internal training and external training as required.
- Direct HR questions to the appropriate member of the HR Team.
- Provide backup support to the Payroll Analyst including payroll system processing and administration



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Qualifications - Minimum and Preferred (Education, Certification, Degree, Concentration, Skills, Knowledge, etc.):

- Minimum 2+ years HR Administrative experience including payroll administration
- Bachelor's Degree or Diploma in Human Resources, Payroll or related field preferred.
- Working towards CPHR Certification is preferred.
- Experience working in a unionized environment is considered an asset.
- Working experience with Ceridian Dayforce HRIS system is an asset.
- Strong knowledge of employment legislation, collective agreement management, recruitment techniques, policy development, techniques of training and development, and organizational design strategies.
- Exhibit strong personal values, integrity and hands-on work habits.
- Comfortable with managing multiple projects and multi-tasking.
- Effective communication skills with individuals at all levels of the organization.
- Able to build and maintain lasting relationships with corporate departments and key external stakeholders.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Attention to detail in all areas of work.
- Ability to interpret and implement company policies and procedures.
- Exceptional interpersonal, teamwork and communication skills (tact, patience, and courtesy)

How to Apply

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be a strong candidate. The resume should set out relevant work experience and any volunteer experience that provides a picture of how the candidate fits with the position requirements.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. The successful applicant will be required to undergo a Police Information Check.

Send cover letter and resume to Human Resources email: careers@civida.ca

Closing Date: Friday, June 2, 2023

Competition #2329