



Employment Opportunity
HUMAN RESOURCES COORDINATOR/RECRUITER
TEMPORARY Full-Time
Location: High River, Alberta (On-site position)

Foothills County has an excellent opportunity for a junior to intermediate-level human resources professional with a background in recruitment to fill a **six-month temporary** role supporting the human resources department's day-to-day operations. The role is ideal for a recent graduate in the field of human resources or an emerging professional who wants to learn and advance their experience.

As our Human Resources (HR) Coordinator/Recruiter, you will be responsible for assisting the HR team with a wide range of responsibilities, including HR general administration, full-cycle recruitment, employee on-boarding, records management and compliance.

In addition, the HR Coordinator will be the first point of contact for all HR requests from our staff about policies, processes, benefits, and recruitment, as well as contribute to HR-specific projects as needed.

If you are committed to public service, thrive in a fast-paced environment, collaborate effectively with others, act with honesty and professionalism, and are eager to learn and grow, we encourage you to apply.

Qualifications, Education and Experience:

- A post-secondary degree or diploma and at least two years of progressive human resources experience are required. A human resources diploma from a college or university, as well as relevant work experience, will be considered.
- Experience, knowledge, and proficiency in full-cycle recruitment are preferred.
- Proficiency in Microsoft Office software is essential and required.
- Knowledge and awareness of human resource regulations such as Employment Standards, Human Rights, FOIP, and OHS is highly desirable and an asset.
- Completion or working towards the Registered Professional Recruiter (RPR) certification is advantageous.
- The ambition to obtain or work toward obtaining the Certified Professional in Human Resources (CPHR) title is a strong asset.

Skills Required:

- Strong multi-tasking and problem-solving skills and the ability to stay organized while paying close attention to details are highly desired.
- Must display and maintain high levels of professionalism, confidentiality and discretion at all times.
- Exemplary interpersonal and influencing skills; an ability to communicate effectively and work collaboratively, across multiple mediums (in-person, over the phone, and virtually).
- Demonstrate a high level of accountability, reliability, adaptability, and innovation in accomplishing day to day work and long-term goals.
- A positive and highly adaptive attitude and the ability to manage a large volume of competing priorities.
- Ability to meet timelines and objectives and demonstrates persistence to overcome obstacles.
- Some working understanding of HR principles, practices, and procedures.
- Experience working in an HR setting or previous municipal experience will be considered an asset.

To view a full copy of this Job Description please visit www.foothillscountyab.ca and click on Careers.

To apply:

1. Send your cover letter and an up-to-date resume via email to: opportunities@foothillscountyab.ca
2. Please include the job title in your cover letter and email subject heading.
3. Send to the attention of: Human Resources Department, Foothills County, Box 5605, 309 Macleod Trail, High River, Alberta T1V 1M7.

PLEASE NOTE: The application review process will be ongoing and the position will remain open until filled.

We thank all applicants for their interest; however, we will contact only those under consideration.