

Human Resources Administrator

Are you looking to take your office admin experience to the next level? Are you a high achiever who wants to work with a government agency in the heart of the Bow Valley? We are looking to hire a Human Resources Administrator to liaise with employees and external partners for all HR related topics. In this role, you will handle the majority of employee documentation, including employment contracts, assist with implementing and managing an HRIS, recruitment coordination and onboarding, as well as administering policies, educating on compliance matters and liaising with outside consultants.

On a day-to-day basis the right candidate will:

- Create and maintain employee records
- Update and track the employee lifecycle using the HRIS
- Assist with the planning, development and execution of strategic Human Resources policies and procedures
- Assist with the maintenance of Health and Safety documentation.
- Prepare, review and amend HR documentation regularly (i.e., employment contracts, company handbooks and policies, onboarding, OH&S guidelines, compliance, termination paperwork, etc.)
- Assist to create and maintain the employment brand strategy
- Coordinate the recruitment process
- Communicate with external partners
- Monitor and report on HR metrics (i.e., cost per hire, employee turnover, absenteeism, etc.)
- Other administrative duties, as required

The right candidate will demonstrate on their resume:

- Post-Secondary Degree or Diploma in Business, Human Resources or a related discipline. A combination of education plus work experience will also be considered.
- At least 2+ years directly related Human Resources experience in a demanding, fast paced environment
- Excellent attention to detail as it relates to grammar, spelling, punctuation and accuracy within any written correspondence
- Exceptional computer skills – fluent in Microsoft Office applications
- Municipal government experience is an asset
- Public transit, transportation experience is an asset
- Prior experience or knowledge of employment law is an asset

During the interview, we will be looking for behaviours that demonstrate:

- Outstanding ability to prioritize and organize tasks in order to achieve deadlines
- Ability to work independently and collaboratively, as required
- Excellent communication skills
- Understanding of various HRIS software systems
- Ability to discuss general Human Resources practices and principles
- Knowledge of general office organization and proficiency in the operation of all related office equipment

What's in it For You:



- Competitive Salary \$48,000-\$54,000 (Based on a 35 hour work week)
- Comprehensive Health/Dental benefits
- Generous vacation allowance
- Regional Roam Transit Pass
- A beautiful work location

To Apply

Please email your cover letter and resume to careers@roamtransit.com, preferably prior to November 21st, however the position will remain open until filled.

A Criminal Record Search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

Roam Transit currently has a mandatory COVID-19 vaccination requirement for all employees

We thank all who apply, however, only those candidates selected for an interview will be contacted.