



## Coordinator, Human Resources

Fixed-Term Contract (12 months)

### About Us

The Edmonton Humane Society (EHS) has been an animal welfare leader in the Edmonton community since 1907. We strive to be a model of excellence in the advancement of animal welfare and to lead the movement in creating a more humane world. EHS is a safe haven for thousands of homeless animals each year, providing veterinary treatment, behavioral rehabilitation, care, enrichment and rehoming. Beyond animal sheltering, we engage with the community through various programs and services to support happy, lifelong bonds between people and pets.

### The Role

The Coordinator, Human Resources is responsible for assisting with the overall coordination of human resources across the organization, including, but not limited to, recruitment and selection, orientation and onboarding, and administrative functions. This position may help support and provide project assistance to other cross-functional departments and teams as required.

### Key Roles & Responsibilities

- Support the recruitment/hiring process through sourcing candidates, conducting reference checks, coordinating background checks
- Perform review of resumes, assist in shortlisting candidates, conduct phone pre-screening of candidates
- Create job postings and build applicant sources through Colleges, Universities, work cooperatives, and Company website
- Schedule meetings and conduct interviews with candidates; create and update interview guides for hiring managers
- Prepare all hiring paperwork including liaising with all departments as applicable
- Create, deliver, and monitor new hire orientation and onboarding processes using HRIS system (ADP modules)
- Maintain employee records in HRIS system (ADP)
- Draft applicable HR and hiring documentation
- Produce and submit monthly HR data
- Assists with processing of terminations/resignations

### Education & Requirements

- Post-secondary education with a focus on Human Resource Management
- Registered Professional Recruiters (RPR) designation would be an asset
- Working towards a CPHR designation would be an asset
- Knowledge of ADP strongly preferred
- Knowledge of employment law, relevant legislation, acts and codes
- 3 years' experience providing HR support to an organization is preferred.

### Skills & Abilities

As the ideal candidate, you have strong customer service skills and excellent attention to detail. Additionally, you possess strong communication skills, hold a high degree of accuracy, strong organization and time management skills, and able to maintain a high degree of confidentiality.

You are comfortable and skilled in working with a culturally diverse staff, volunteers, and community.



## Compensation & Hours

**Compensation:** EHS offers a competitive not-for-profit compensation package which includes a comprehensive benefits package, and a strong work-life balance.

**Hours:** 40 hours a week; however, is expected to work hours as required to fulfill department responsibilities. Some evenings and weekends may be required.

## How to Apply

If you are looking for a rewarding career in an exciting fast paced environment, we invite you to forward your resume and salary expectations, in confidence, by email to [hr@edmontonhumanesociety.com](mailto:hr@edmontonhumanesociety.com)

*The Edmonton Humane Society is an equal opportunity employer and we thank all applicants for submitting their resume. However, only those candidates considered for employment will be contacted.*