

# HUMAN RESOURCES COORDINATOR



As the Human Resources Coordinator for Edon Management, you will participate within a team environment to support the Human Resources team in the administration of recruitment, employee onboarding, policy and procedure documentation, employee relations, payroll and benefits support, and HR project responsibilities. You will gain valuable HR experience in a dynamic and collaborative environment. To find out more about Edon Management, visit [www.edonmgmt.com](http://www.edonmgmt.com)

## Compensation & Benefit Package includes:

Full-time, weekday hours  
Competitive salary

Family Dental & Health Benefits  
Employee RRSP Program

Ongoing educational assistance  
Free Parking

## Here's how you'll make a difference...

### Major Responsibilities

- Manage recruitment activities including preparing, vetting and posting engaging job advertisements; researching external job platforms and media sources; and providing strategy recommendations to ensure Edon is current with industry practices
- Facilitate the on-boarding process for new employees, including preparing offers of employment and conducting new hire orientations
- Develop, enhance, and/or implement HR policies, procedures and work instructions that improve department and company operations
- Assist manager with Employee Relations and performance management issues
- Support the HR team on a variety of projects including Edon Management's annual wage analysis, Edon's annual performance review process, and providing support in the recruitment and on-boarding of new facility management contracts
- Provide back-up support and vacation coverage for Payroll and RRSP/Benefits administration
- Develop a strong working knowledge of Alberta Labour Laws, human rights law, and other human resource related legislation

### Experience & Qualifications

- Holds an accredited post-secondary degree (BComm or BBA) with a specialization in Human Resources
- Previous experience in an HR administrative role considered an asset
- Knowledge of Alberta Labour Laws
- Proficiency with MS Office suite (Word, Excel, PowerPoint, Outlook)
- Excellent written and verbal communications skills
- Excellent organizational skills with an ability to prioritize projects and multi-task in a fast paced environment
- Detail oriented with an ability to enter information with a high degree of accuracy
- Ability to maintain confidentiality in all aspects of HR

## Apply Today! Please submit a cover letter and resume by...

Emailing your application package to [southcareers@edonmgmt.com](mailto:southcareers@edonmgmt.com) stating Job No. 6C06212018 in the subject line.

Dropping off your resume to reception at:  
1441 Hastings Cres. SE  
Calgary, AB T2G 4C8

All resumes will be considered, but only those candidates selected for an interview will be contacted. Thank you for your interest in employment with Edon Management.