



Human Resources Coordinator

Full-Time (35 hours per week)

The Calgary Women's Emergency Shelter (CWES) is looking for an individual that believes change is possible, and will thrive in an environment that nurtures families impacted by violence and abuse. Working in a culture of respect and trust together we will build healthy families in our community.

Under the supervision of the Director of Business and Finance, the Human Resources Coordinator performs a wide variety of professional human resource services which may include HR administration, recruitment administration, HR metrics, training record management, and HRIS/ATS system maintenance.

Duties and Responsibilities will include, but may not be limited to:

Human Resources Administration

- Provide support to the HR Specialist with day to day operations;
- Manage all administrative details associated with the new hire process and staff departures;
- Maintain a confidential organized filing system for employee files, subjective correspondence, policies, standards, regulations, and ADP electronic records;
- Assist in documentation requirements for periodic employee performance evaluations;
- Support in preparing HR communications and announcements;
- Execute projects that continuously improve the overall functionality of the HR process;
- Answer questions and concerns regarding employee contracts, benefits, training, recruitment, CWES policies, procedures and staff instruction, collective agreement, and other HR matters;
- Update organizational chart, HR handbook, and Payroll Action Form; and
- Escalate employee relations issues to the HR Specialist or HR Consultant where appropriate.

Human Resources Metrics

- Responsible for collecting, maintaining, analyzing, and reporting on data from recruitment, employment, training, and benefits perspectives;
- Implement procedures to ensure integrity of HR data and reporting;
- Provide functional support, training, troubleshooting, and guidance for the HR information system. Manage codes, tables, reports, and other functional responsibilities to ensure continued operations and reporting efficiency;
- Develop standard and ad hoc reports, templates, dashboards, scorecards, and metrics; and
- Investigate, implement, and maintain ADP Recruitment and Performance Management Modules, conduct UAT testing, document procedures, and trouble shoot technical issues.

Payroll Related

- Maintain the HR ADP system as an administrator; and
- Ensure all payroll related actions are sent to Finance by the payroll cut-off date.

Training Record Management

- Record the training that each individual has taken to-date and record all expiry dates within the ADP system;
- Create ADP Custom Reports and prompts for training that is expiring;
- Manage the certificate creation and distribution;
- In coordination with the Director of Business and Finance, administer the new hire orientation program;
- Responsible for all administrative details associated with the training (room set-up, catering, etc);
- Register all participants (paid and unpaid) in specific training required;
- Oversee training deliverables which will include registration, scheduling, booking space, providing trainer refreshments, etc.;
- Record all training taken by staff and volunteers, provide certificates when required, and maintain copies for HR/Volunteer files;
- Update training records and work with managers to eliminate training gaps;
- Track all information in the ADP/HR system; and
- Run custom reports regularly and advise leaders of the training needed for the staff in a specific timeframe.

Recruitment Administration

- Ensure job postings are formatted properly;
- Post jobs on Reachire and other job boards;
- Manage Reachire account;
- Respond via Reachire to candidates not accepted;
- Book interview room and invite candidates to interviews;
- Conduct reference checks (when requested); and
- Inform supervisor of internal candidates who are not successful in a recruitment process.

Skills and Qualifications

- Human Resources Certificate program or diploma is a definite asset;
- 3 to 5 years of experience in a similar role, preferably in a non-for-profit environment;
- Experience with ADP Workforce now is an asset;
- Prior experience in training and recruitment;
- Previous experience in labour relations is highly desirable;
- Understanding of Alberta Employment Standards as they relate to payroll and HR Administration;
- Tact, discretion, and diplomacy with the ability to handle sensitive material and maintain the highest level of confidentiality;
- Excellent attention to detail and the ability to effectively problem solve and multi task;
- Ability to work independently and in a team environment;
- Strong organizational skills and extreme attention to detail;
- High level of proficiency with Microsoft Excel and Word;
- Ability to interact effectively with staff at all levels and external providers; and
- Superior interpersonal, communication, and conflict resolution skills.

Other Information

- A criminal records search and an intervention record check are conditions of employment.
- In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents of Canada.

TO APPLY: Please submit your resume and cover letter via Reachire <http://reachire.ca/index.php>.

CLOSE DATE: Review of applications begins on **February 12, 2018**. The position will remain open until filled.

The Calgary Women's Emergency Shelter is committed to diversity and inclusion within its workforce, and encourages qualified candidates from all genders, religious, ethnic and social backgrounds to apply.

We thank all candidates for their interest, only those selected for an interview will be contacted.

We regret that we are unable to accept telephone inquiries.