



## HUMAN RESOURCES COORDINATOR

In this exciting new role, the Human Resources Coordinator will be responsible for a wide range of HR duties enabling Trico Centre for Family Wellness to deliver on best practices and viable HR solutions to support the business. Key areas of responsibility include, but are not limited to: supporting the Human Resources Director and Trico Centre employees, employee recruitment support, creation and facilitation of the orientation and onboarding process for all new Trico employees, updating policies and procedures and maintaining the ADP HRIS data base.

### **Responsibilities:**

- Champion the HR facility orientation and on-boarding process for new employees including updating and presenting all new hire forms and packages including the required health and safety information
- Support in the creation and updating of HR related policies and procedures
- Support all departments with recruitment including updating job descriptions and job postings on Trico Centre website and related job boards, reference checking, and the preparation of employment offers for external and internal candidates
- Support Directors with pre-screen questions where required
- Process and maintain documentation for our criminal background check process
- Update HR related forms and processes necessary for recruitment, terminations, employee changes, benefit changes, employee recognition etc.
- Assist in maintaining board member data and work with the Guest Services Coordinator to add/remove Trico memberships for board members
- Maintains positive working relationships with employees and the leadership team
- Assists departmental Supervisors on the interpretation and administration of policies, programs and best practices
- Work with HR Director and other department supervisors to review and update departmental onboarding as needed (i.e. facility policy changes)
- Be a contributing member of the OH&S committee and support where required
- Creates and update forms necessary for recruitment, employee changes, benefit changes, employee recognition and update into ADP
- Maintain ADP HRIS database
- May assist in development and facilitate training opportunities for employees and the leadership team as needed
- Works with various departments for their Volunteer Programs including developing and updating documentation for use by department Supervisors
- Other HR duties as needed to support the organization

**Qualifications/ Experience Required:**

- Post-Secondary certificate/ diploma in Human Resources Management
- Minimum Two years of Human Resources experience in an HR support position
- ADP HRIS experience required (Workforce Now an asset)
- Police Security Check and Vulnerable Sector search mandatory
- Current First Aid and CPR mandatory; may obtain within probationary period
- Very strong sense of urgency with proven record of following through to meet deadlines and commitments.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint and e-mail required
- Excellent time management skills
- Attention to detail in all areas of work
- Excellent people skills at all levels within an organization
- Health and Safety experience considered an asset

**What we offer:**

- Free facility membership and discounted registration on programs
- Competitive wage based on experience
- Advancement opportunities and cross-training
- Opportunity to use your creativity and develop new skills
- A fun, positive and respectful work environment

**Closing Date:** Open until filled

**Location:** 11150 Bonaventure Drive SE

Thank you for your interest in Trico Centre for Family Wellness. Please include your salary expectations with your application. Only those individuals selected for an interview will be contacted. We are an equal opportunity employer.

**Please send applications to:**

**Trico Centre for Family Wellness  
11150 Bonaventure Dr. SE  
Calgary, AB T2J 6R9**

**Attention: HR Director**  
**Email: [careers@tricocentre.ca](mailto:careers@tricocentre.ca) / [tku jat@tricocentre.ca](mailto:tku jat@tricocentre.ca)**  
**Fax: 403-278-7573**