

## Job Description – HR Coordinator

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### Summary

Involvi Consulting is an HR Consulting firm that provides HR services to small and medium businesses across Canada. We offer a range of services including an HR Hotline as well as Strategic HR Managed Services at all levels.

We are looking for a new HR Coordinator to join our team. This Coordinator will be accountable to clients in a variety of industries providing them professional and tactical support in any of the functional areas of Human Resources, including recruitment. The successful candidate should be adaptable and eager to learn with a love for project management.

### Location

This position will be based in Edmonton or surrounding area.

### Education and Skills

#### Education & Experience

- Diploma or Degree in Human Resources, or equivalent in work experience.
- Minimum 2-3 years of experience working in Human Resources at the Administrator, Coordinator and/or Generalist level.
- Prior Consulting experience is considered an asset but not required.

#### Skills and Attributes

- Comprehensive knowledge of HR-related legislations such as the Employment Standards Acts applicable to assigned province(s) and well as Human Rights.
- Familiarity and knowledge of OSHA is considered an asset.
- Proven experience and knowledge of HR disciplines including but not limited to recruitment, onboarding, engagement, compensation, benefits, labour relations, training, policies and payroll.
- Excellent interpersonal skills with the ability to establish trust and credibility with internal and external stakeholders.
- Solid relationship management abilities with the ability to develop and maintain relationships with individuals at all position levels.
- A proven self-starter that is eager to learn and tackle multiple projects with competing timelines.
- Comfort with certain levels of ambiguity related to client requirements.
- Proven experience with agility and the ability to shift priorities as needed.
- Excellent communication skills both written and verbal.
- Strong organizational and time management skills.
- Analytical with excellent attention to detail.

## **Responsibilities**

- Provide sound guidance and advice to management and team members on HR related matters in accordance with applicable legislations as well as internal policies, processes, and procedures.
- Partner with assigned client groups to diagnose HR related issues, understand and anticipate needs. Recommend solutions in alignment with business requirements and collaborate on implementation.
- Suggest and develop new procedures and policies to continually improve efficiency and to improve employee experience.
- Lead full recruitment cycle for assigned client groups including developing and maintaining a robust talent pipeline through a variety of tools and sources.
- Devise plans and techniques to drive change and culture management.
- Handle all administrative tasks for onboarding, new hire orientation, and exit interviews.
- Investigate and resolve employee relations matters. Consult with leadership and legal counsel where required.
- Process payroll in accordance with the organizational processes and procedures.
- Participate in development of HR objectives and systems, including metrics, queries, and standard reports for ongoing company requirements.
- Administer benefits, compensation, and employee performance programs as needed.
- Continually review systems and processes and make modifications to address issues.
- Exercises sound judgment to ensure effective risk management and mitigation.
- Other duties as assigned.

**Interested applicants can send their resume and cover letter to**  
**[Shalean@Involvi.ca](mailto:Shalean@Involvi.ca).**

**This posting will be open until the right candidate is selected.**