

Human Resources Advisor

GEF Seniors Housing is the largest provider of affordable supportive living residences for low income seniors in Alberta. As a leading provider of safe, affordable, quality accommodations, we offer competitive salaries & excellent working conditions for our team of employees.

Details: Temporary, Days, 40 hours per week, Monday to Friday, 8:00 AM to 4:30 PM *(This position is expected to begin as soon as possible and end on or before March 30, 2023)*

Pay Scale: Commensurate with education and experience

Location: Central Services, 14220 – 109 Avenue NW, Edmonton, AB, T5N 4B3 *(travel between various GEF sites is required, mileage paid)*

Typical Duties:

Directly reporting to the Director of Human Resources this position is responsible for addressing, advising, solving and facilitating performance management related matters. This position will liaise with the Director of Human Resources to provide performance management advice and assistance to management and employees in areas including but not limited to coaching, career development, disciplinary actions, investigations and employee relations. The Human Resources Advisor will create formal business letters and business reports. This position will provide backup and/or assistance with disability management and administration as well as day to day assistance in other Human Resources functions such as payroll, benefits administration, recruitment, training and health & safety. In addition, the position will be responsible to complete projects and other duties as assigned by the Director of Human Resources or designate.

Experience/Education Preferences:

- Strong English communication skills, both written and verbal
- Post-secondary education in Human Resources
- CPHR designation with minimum 5 years work experience
- Strong computer skills in Microsoft Office
- Experience working with Seniors is an asset

Other Requirements:

- Good mentor and coach with a flexible and collaborative people-focused approach
- Superior interpersonal skills
- Strong problem solving and conflict resolution skills
- Strong customer service skills and the ability to interact with everyone in a respectful manner
- Must have vehicle and valid driver's license

Please send your resume quoting job posting number (A01) HRA 4 by May 11, 2021 to:

Human Resources
GEF Seniors Housing
14220-109 Avenue
Edmonton, AB T5N 4B3
Fax: 780-482-4054
Email: jobs@gef.org

Internal applicants: Please advise your supervisor or manager of your intent to apply.

The successful applicant will be required to undergo a criminal records check.

