

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, and the opportunity to positively contribute to our clients' quality of life.

Details: Full time, Days, 40 hours per week, Monday to Friday, 8:00 AM to 4:30 PM

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 Human Resources Manager this position is responsible for the development, implementation and delivery of full-cycle recruitment and selection strategies that are quality, cost-effective, and timely to drive exceptional client and candidate experience. The advisor will develop collaborative relationships with hiring managers to understand the needs of the business, advising them on recruitment process and key decision points as it relates to recruitment and selection of personnel while ensuring compliance with GEF's policies, procedures, and Alberta employment standards and legislation. The advisor will review, contact and pre-screen a high volume of job applicants for various front line, supervisory, management, and senior leadership roles, and coordinate interviews with hiring managers and participate in interviews, as needed. The position will be responsible for coordinating and completing new-hire onboarding formalities including making offers, preparing offer letters and new hire packages, reference and background checks, and orientation/training. The advisor will be responsible for participating in career fairs and other recruitment related events to build a talent pool of potential candidates for current and future hiring needs. In addition, the position will be responsible to complete projects and other duties as assigned by the Human Resources Manager or designate.

Experience/Education Preferences:

- Strong English communication skills, both written and verbal
- Post-secondary education in Human Resources

Experience/Education Preferences: (cont.)

- Minimum 5 years' work experience in managing end-to-end recruitment
- Strong computer skills in Microsoft Office
- Experience working with Seniors is an asset

Other Requirements:

- Superior interpersonal skills with the ability to adapt quickly and work independently
- Strong time management skills with the ability to manage multiple priorities involving multiple stakeholders
- Ability to take initiative and identify problems as they arise and offer solutions
- Ability to conduct and enable fair and respectable processes and decision making
- Good mentor and coach with a flexible and collaborative people-focused approach
- Strong customer service skills and the ability to interact with everyone in a respectful manner
- Must have a valid driver license and own vehicle, and submit a copy of the driver license upon request

Please send your resume quoting job posting number (A01) HRA 7 by June 21, 2022 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 record check and be fully vaccinated against Covid-19.