

# 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 addressing, advising, solving and facilitating performance management related matters. This position will liaise with the Human Resources Manager 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 Human Resources Manager or designate.

### **Experience/Education Preferences:**

- Strong English communication skills, both written and verbal
- Post-secondary education in Human Resources with 5 years' experience in Human Resources
- CPHR designation is considered an asset
- 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 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 6 to:**

**Human Resources  
GEF Seniors Housing  
14220-109 Avenue  
Edmonton, AB T5N 4B3  
Email: [jobs@gef.org](mailto:jobs@gef.org)**

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

*The position will be open until filled*

**The successful applicant will be required to undergo a criminal record check and be fully vaccinated against Covid-19.**

