



# ADMINISTRATION – Human Resources Coordinator

MVSH Administration Office in Olds, AB



**JOB TITLE:** Administration – Human Resources Coordinator  
(Full-time, eligible for benefits).

**POSITION NO:** (MVSH 12 - FT HR Coord)

**EFFECTIVE DATE:** As soon as possible.

**SALARY RATE:** As per the MVSH salary schedule.

## MAIN DUTIES:

- Under the direction of the Director of Employee Engagement, supports a wide variety of human resources matters.
- Provides support in record keeping, writes letters of offer, change in status, etc, and drafts HR-related correspondence.
- Coordinates the performance appraisal, new hire orientation, exit interview and Tuition Reimbursement Program.
- Supports full-cycle recruitment through pre-screening candidates, coordinating interview booking, reference checking, ensuring receipt of all new-hire paperwork, and leading recruitment activities for summer student programs.
- Assists with HR projects and initiatives.
- Performs general office duties including general filing, organization, and other duties as assigned.

## QUALIFICATIONS:

1. Post-secondary education in Human Resources, Labour Relations or a related discipline.
2. Certified Human Resources Professional designation an asset.
3. Two or more years' experience in an HR support role with knowledge of employment and labour law.
4. Excellent judgment and discretion in handling confidential and sensitive information.
5. Proven ability to act professionally and to exercise a high degree of self-motivation.
6. Meticulous attention to detail, excellent time management and problem-solving skills.
7. Strong interpersonal and communication skills.
8. Advanced computer skills with proficiency in MS Office.
9. Must have a clear and current vulnerable sector check.

## CLOSING:

Until a suitable candidate is found.

## FORWARD RESUME TO:

Marie McMullen  
Human Resources Advisor  
Mountain View Seniors' Housing  
hr@mvsh.ca  
Phone: 403-556-2957 ext 721  
Fax: 587-796-0776

*We thank all applicants for their interest,  
only those selected for an interview will  
be contacted.*

Our Vision - We enhance lives by providing quality care  
and self-sustainable living through innovative leadership.

