



MANCAL CORPORATION

A member of the Mancal Group

POSITION POSTING

Human Resources Coordinator

LOCATION: Calgary Office

REPORTING TO: Vice President, Human Resources and Administration

RESPONSIBILITIES:

The Human Resources Coordinator is an integral member of the Mancal corporate Human Resources team. Key responsibilities of the position include but not limited to:

- Responsible for full cycle recruitment which includes internal and external advertising, screening, interviewing and onboarding orientation of all new hires.
- Research legislative changes and make recommendations on proposed policy wording.
- Advise and assist managers on the interpretation and administration of policies, procedures and best practices.
- Assist with performance, development and career advancement programs to ensure that employee's level of performance and capabilities meet current and future needs.
- Create, modify and review all employee related documents such as employment agreements, announcements, action plans, termination paperwork, etc.
- Determine and recommend employee relations and internal communication practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale.
- Provide guidance and coaching to managers on employee relations issues.
- Responsible for training and development initiatives including research, enrollment, tracking documents and follow-up.
- Assist Vice President, Human Resources and Administration with corporate image to ensure all standards are met concerning formatting of corporate logos, colours, etc.
- Responsible for creating and updating position descriptions.
- Sit on the Health and Safety Committee as the Secretary. Responsibilities include taking meeting minutes, preparing meeting agenda's, keeping current with changes in legislation, track Opco health and safety incidents, prepare quarterly reports for distribution to the Board.
- Play a key role in championing Mancal's culture through effective and supportive HR communication.
- Back up for payroll and benefits when required.

QUALIFICATIONS:

To meet the challenge of this role, we are seeking an enthusiastic, energetic, extremely organized self-starter who works well under minimal supervision. The successful candidate will have a Bachelor degree in a field related to Human Resources, CPHR designation along with a minimum of 10 years of HR Generalist experience. Experience with Avanti software would be an asset. Knowledge of MS Word and Excel are essential. A high level of proficiency in both oral and written communication skills are a must.

QUALIFIED APPLICANTS SHOULD REPLY IN WRITING TO:

Mancal Corporation Attention: Human Resources (403) 231-7600

humanresources@mancal.com

1600, 530 – 8th Avenue S.W. Calgary, Alberta T2P 3S8