

ADMINISTRATIVE SUPPORT, HUMAN RESOURCES (Temporary 12-18 months) MUNICIPAL DISTRICT OF GREENVIEW, ALBERTA

DEPARTMENT: Corporate Services – Human Resources

LOCATION: Valleyview, Alberta

STATUS: Accepting applications until a suitable candidate is found.

ANTICIPATED START DATE: June 16, 2025

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Manager, Human Resources, the Administrative Support, Human Resources is responsible for supporting the department and Manager by corresponding to internal inquiries, administering the HRIS, maintaining employee files, as well as taking on a variety of additional projects.

MAJOR

- Complete various projects, as assigned by the Manager, Human Resources.
- Complete administrative duties on behalf of the department, such as preparing invoices and credit card statements, taking minutes at department meetings, and maintaining soft and hard personnel files.
- Draft and prepare letters, agreements, templates, and correspondence, as required.
- Maintain and update HRIS information.
- Complete comprehensive quarterly and yearly HR Reports.
- Support the Wellness Committee in facilitation of the Greenview Wellness Program.

MINOR

- Complete policy research and development, as required.
- Monthly administration of birthday and anniversary cards for staff.
- Assist Managers/Supervisors with updating and finalizing job descriptions.
- Assist with the performance appraisal process.
- Assist with recruitment as requested by the HR Officer, Recruitment.
- Assist HR Officer, Payroll & Benefits with the onboarding of new employees.
- Other duties as assigned.

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QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Must be legally entitled to work in Canada.
- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision.
- Human Resources degree or diploma would be considered an asset.
- A minimum of 3 years' office experience.
- A combination of education/experience may be considered.

SKILLS REQUIRED:

- Ability to handle sensitive personal information with strict confidentiality.
- Proficiency in Microsoft Word, Excel, Outlook, and Power Point.
- Familiarity with a variety of systems, such as Adobe, SmartSheet, FileHold, and DocuSign.
- Ability to interact well with, and respond to inquiries from Management, employees and candidates.
- Excellent verbal and written communication skills.
- Excellent time management skills.
- Must be detail oriented.
- Excellent organizational skills.
- Must be self-motivated and able to work with minimal supervision.
- Must be able to work well within a team.
- Must be flexible as the nature of work is subject to change.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Occasional light lifting.
- Extensive use of telephone and computer.
- Long periods of sitting.
- Good lighting, temperature and noise control.
- Normal working day consists of 7.5 hours; however, occasional overtime may be required.

HEALTH & SAFETY:

All employees of the Municipal District are governed by and must be compliant with the Municipal District Occupational Health and Safety Policy.

- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

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Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

HOW TO APPLY:

Interested candidates may submit cover letter *(stating the position you are applying to)* and resume in one of the following ways:

By E-mail: careers@mdgreenview.ab.ca *(please quote the position in the subject line)*

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H 3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.

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