



AARCS
ALBERTA ANIMAL
RESCUE CREW SOCIETY

Job Posting

HR Administrator

Calgary, AB

Part-Time or Full-Time (24-40 hours) -

Looking for the best fit candidate

Seeking an emerging leader in Human Resources who has a love of people and animals to help oversee the HR function for AARCS staff.

The Position: The HR Administrator role provides a variety of staffing and program support services to AARCS' leaders and personnel. The role is highly relational and focuses on the timely and accurate administration of tasks and functions including proper documentation, and the consistent, safe and fair application of human resources practices.

Functional areas of responsibility include: all aspects of the employee lifecycle (brand attraction and culture, employee relations; recruitment, selection, onboarding, development, performance management, retention, and offboarding), legislative compliance, benefit administration, assisting with payroll services, and assisting with the OHS program requirements. The role is aimed at optimizing practices, process and workflow in a dynamic change-rich work environment.

Duties:

- Employee communications, data collection, document handling and processing.
- Recruit, screen, schedule and confirm interviews with shortlisted candidates.
- Support a seamless onboarding/offboarding process of employees, conduct exit interviews and assist managers with yearly performance reviews.
- Support employee engagement initiatives and implementation of new technologies.
- Collect information for Payroll - requested time off and payable hours.
- Ensure OH&S requirements have been met.
- Ensure employee policies, handbooks and SOP's are up-to-date.
- Assist with employee benefits administration, policy management, employee relations.
- Prepare employment verification letters as requested, order flowers, arrange team lunches and culture building practices.
- Prepare HR related reports as requested and other duties as assigned.

Key Skills, Abilities & Attributes:

- Genuine interest in animal welfare.
- Good computer skills with proficiency with Google platform, Apps and Docs.
- Entrusted with maintaining confidential and sensitive employee data and information.
- Ability to take initiative, prioritize and organize multiple tasks effectively, and see them through to timely completion with strong administrative skills.
- Highly developed confidentiality, cooperation, collaboration and problem-solving skills.
- A proactive and positive attitude and work ethic with a sharp mind and kind heart.

- An ease with the ability to transition from problem solving to solution finding.
- Ability to work independently and execute ideas with little assistance.
- Functional understanding of Alberta Employment Standards, PIPA and OHS legislation.

Education & Experience:

- Minimum of 2 years post-secondary education in HR, Administration and/or Business, with or pursuing CPHR.
- 2-3 years of hands-on experience and an emerging Human Resource leader with similar responsibilities.

Benefits:

Salary: \$45,000-\$55,000 negotiable, based on experience.

Generous Health, Dental and Life and Disability Benefits.

Professional Development.

Discounted pet care, food and supplies.

Free parking.

About Us: ALBERTA ANIMAL RESCUE CREW SOCIETY is a registered non-profit charity based in Calgary, Alberta with a second shelter in Edmonton, Alberta. At AARCS we are passionate about animals, but at the heart of our organization is people. Our mission is ***Changing Lives Through Kindness***. AARCS Safe Haven is a busy animal shelter with an onsite veterinary hospital for our animals and is the hub from which our Calgary staff and volunteers work. North Haven is a shelter and cat adoption center and is the hub for our Edmonton staff and volunteers. These facilities facilitate intake, assessment, care and adoption for thousands of animals every year. All shelter and foster home supplies are stored at and distributed from these facilities and we receive a variety of physical supply donations, big and small every day.

Apply Now: Qualified candidates should forward a cover letter and resume via email to Deanna Thompson, Executive Director at careers@aarcs.ca with **HR Administrator** in the subject line. This position will remain posted until a suitable candidate is found.