

HUMAN RESOURCE ADVISOR

Reporting to the General Manager of Mosaic Place and the Director of Human Resource Services, the Human Resource Advisor performs various clerical and administrative duties of a confidential nature required for the administration of a corporate human resources branch.

This position will also perform the following duties:

- Assist in the staffing and recruitment process;
- Compose and prepare correspondence, memos, spreadsheets and forms; take minutes at meetings for the General Manager and Director of Human Resource Services;
- Maintain employee records including reporting, tracking, recording, wage increments, holiday entitlements, sick leave, injury reporting, etc.;
- Assist as required with employee discipline, performance management and safety related investigations and meetings;
- Maintain the departmental filing system.

Qualified applicants will possess:

- Grade 12 plus certificate in Office Education or Human Resources;
- Two years' experience in a human resources/administrative position;
- Keyboarding speed of 55 wpm;
- Strong clerical and organizational skills;
- Proven interpersonal skills, verbal and written including ability to communicate effectively with the public and co-workers.

Salary: \$55,308 to \$69,072 annually

If this opportunity appeals to you, please submit a resume prior to 5:00 p.m. September 23, 2019, outlining your credentials and names of references, indicating Competition #19-21, to:



City of Moose Jaw, Human Resource Services
Fax: (306) 694-4517 or E-mail: Postings@moosejaw.ca

We will contact applicants we wish to consider within 3 weeks of the competition closing date. All applicants are thanked for their interest.