



Human Resources Administrator Calgary

Why Choose Midwest?

Midwest Surveys is a 100% employee owned company that values its people! Celebrating over 65 years in the industry, we have been ranked as one of the 50 Best Employers in Canada and a Top Employer in Alberta. We have also been recognized as a top health benefits provider and have been named the Best Workplace in Alberta for Health and Safety.

Midwest Surveys actively supports local communities, charities and is committed to a high level of ethics. We pride ourselves on providing an outstanding work environment!

In this role, you will be responsible for providing company-wide administrative support to the Human Resources Department. Your duties will include, but are not limited to:

- Lending support to the entire recruitment process including resume screening, reference checks and new hire documentation;
- Administration of the company's Human Resources programs & services, including the:
 - group insurance program;
 - service recognition program; and
 - training & development programs.
- Processing of employee documentation requirements (i.e. new hires, transfers, departures, etc.);
- Provide information to managers and staff in relation to corporate programs, policies and procedures, Provincial Employment Standards, and Human Rights Legislation;
- Administrative support for the performance review process; and
- Preparation of submissions for the company newsletter.

Qualifications:

Preference will be given to candidates working towards or having completed a diploma or certificate in Human Resources or Business Administration. The successful candidate will have 1-2 years of work experience in a similar role.

Key Competencies and Behavioural Attributes:

- Client service oriented;
- Demonstrates superior organizational skills and attention to detail;
- Good computer knowledge and application of computer skills;
- Provides prompt attention and optimized solutions to client needs in a fast paced, high work volume environment;
- Knowledge of Provincial Employment Standards, Privacy Acts and other relevant employment legislation;
- Excellent written and verbal communication skills combined with the ability to influence and persuade others.

To apply for this posting, please e-mail your cover letter and resume to recruitment@midwestsurveys.com. **Please quote 'Job Number 1441' in the subject line.** For more information on working with Midwest Surveys please visit the Careers section of our website, www.midwestsurveys.com.

All applications will be kept confidential
Only those selected for an interview will be contacted



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