

Human Resources Coordinator — Métis Urban Housing Corporation

Locations: Edmonton

Positions : 1

Closing Date: May 26, 2023

Position Status: Full Time (37.5 hrs. per week)

THE ORGANIZATION

Métis Urban Housing Corporation (MUHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 1982** to provide **subsidized, adequate and suitable** housing to low and moderate income Indigenous families in Alberta. We currently have 507 units in 14 **urban centres** funded by the Federal Government through Alberta Seniors and Housing. MUHC employs over 40 full and part time staff; together we oversee tenant relations and property management needs for thousands of tenants. Unlike any other subsidized property management company in Canada, we offer housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**. For more information about Métis Urban Housing and it's sister organization Métis Capital Housing Corporation (MCHC), visit our website at www.metishousing.ca

THE OPPORTUNITY

The Human Resources Coordinator is responsible for assisting the HR & Corporate Services Manager in the day-to-day operations of this department, including scheduling interviews, onboarding employees, assisting with payroll processing, maintaining employees' records, and developing retention strategies.

KEY RESPONSIBILITIES

Working under the supervision of the HR & Corporate Services Manager, the HR Coordinator will perform the following job duties:

- Assisting with the recruitment process as required for each department within Métis Urban Housing Corporation and Métis Capital Corporation. This process includes job posting, reviewing, assessing, and short-listing resumes, and scheduling interviews.
- Prepare new hire packages, collect CRC forms, prepare employee IDs and appropriate information for Payroll Assistant and Accounts Payable. Update employee files and HR database programs.
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers Frequently Asked Questions from applicants and employees relative to standard policies, employee benefits, hiring processes, etc.; refers more complex questions to the HR & Corporate Services Manager.
- Maintains the integrity and confidentiality of human resource files and records.
- Perform periodic audits of HR files and records to collect and file all required documents appropriately.
- Assist the HR & Corporate Services Manager to act as a liaison between the organization and external benefits providers and vendors, including health, disability, and retirement plan providers.
- Conduct new employee onboarding process, including benefits enrollment.
- Assist with planning special events, organization-wide meetings, and employee recognition events.
- Assist the HR & Corporate Services Manager with the development of retention strategies.
- Payroll – this position is a backup to process the payroll in the absence of the Payroll Assistant.
- Perform other related duties as assigned by the Manager.
- Liaises with community associations, agencies, and stakeholders.
- Represents the organization at community activities to enhance the organization's community profile.
- Participates in committees, task forces, and special projects as required.

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QUALIFICATIONS

Education

- A bachelor's degree in human resources
- A minimum of 3 – 5 years experience

Professional Designation

- Professional Certification – a member of an HR association is an asset.

Knowledge, Skills, and Abilities

- Knowledge of relevant legislation, policies, and procedures.
- Knowledge of the Aboriginal and Métis cultural and political environment.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent conflict resolution skills.
- Ability to commit to actively uphold and consistently practice personal diversity, inclusion, cultural awareness, and safety and sensitivity approaches in the workplace.
- Must be reliable. Actively demonstrates a commitment by maintaining a consistent and predictable work schedule.
- Ability to work under pressure, meet deadlines and work independently.
- Knowledge of and experience using word processing, spreadsheets, and HR management software.
- Detail-oriented, good oral, written, and presentational skills.
- High level of integrity, sound judgment, and well-organized.

WORKING CONDITIONS

- Works in an office environment, usually works a standard work week, some overtime may be required during specific periods of the accounting cycle such as the annual audit.
- The incumbent will spend a significant portion of time using a computer, which can lead to muscle fatigue.

WHAT WE HAVE TO OFFER YOU

- The opportunity to work with a non-profit Indigenous organization
- A comprehensive benefits plan including: life insurance, disability, health, and dental
- Generous vacation time
- Generous Personal time off
- Employer matching RRSP to support retirement plans
- Personal development
- Competitive compensation
- Compensation for professional fees

HOW TO APPLY

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: hr@metiscapital.ca or by Fax: 587-855-6470. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.