

## Payroll & HR Generalist (30 hours/week)

Are you passionate about working with Albertans with disabilities and supporting your local community? Do you have what it takes to champion our Vision to Inspire Potential, Build Community and Enrich Lives?

Then look no further! Easter Seals Alberta is a provincial not-for-profit organization that has been in existence for 70 years. Our mission is to provide services that foster inclusion, independence and recreation for individuals with disabilities and medical conditions. We strive to ensure that the resources Albertans need for an independent and full life are available.

Easter Seals fosters a work environment that's inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued to reflect the people we serve.

We have an immediate opening for a Payroll & HR Generalist, reporting to the CEO. You will be responsible for all HR/payroll functions for approximately 35 salaried and hourly Alberta employees. In this challenging role, your initiative, decisiveness and reliability will help you provide outstanding customer service to our employees and external shareholders.

### Responsibilities

#### Human Resources

- Full cycle recruitment including writing or updating job descriptions, posting jobs, screening, interviewing, reference checks, police checks, including International hires and job permit documentation
- Issue employment contracts to new staff and extensions or promotions to internal staff
- Onboarding and Off boarding employees or assisting managers in this process
- Maintain employee files
- Conduct disciplinary actions
- Handle termination related matters and prepare termination paperwork
- Consult with Senior Management on strategic planning and budgetary needs
- Update policies and procedures as well as the employee handbook
- Conduct and assist with performance reviews
- Respond to employee enquires related to payroll, benefits, HR policies, salaries and job reviews.
- Attend Board meetings and take minutes
- Support the Fund Development team with any job related data and documents for reporting

- Review HR and Benefit programs and make overall improvements where needed.
- Employee Retention / Rewards
- Manage spare computers, creating and removing email addresses, keys, parking details

### **Payroll and Benefits**

- Responsible for full cycle semi-monthly payroll for salaried and hourly employees as well as seasonal employees including international staff.
- Administration of group benefits and RRSP plan
- Complete Record of Employments
- Administer WCB claims
- Process T4's and all year end procedures

### **Qualifications:**

- 3-6 years' experience working in human resources, preferably in a leadership role
- 2-4 years Payroll experience, preferably working with a variety of roles and shiftwork
- Experience as a Benefit Administrator considered an asset
- Post-secondary degree human resources
- Experience working with Microsoft Office – including Excel, Outlook and Word
- Exceptional communication, interpersonal and customer service skills
- Self-starter with strong organization skills
- Detail oriented and high degree of accuracy while meeting deadlines
- Strong decision-making and multi-tasking skills
- Demonstrate adaptability in the face of change
- High degree of confidentiality, discretion, and initiative
- Familiar with Alberta Labour Standards and legislation
- Experience with Payworks considered an asset
- Experience working with employees who live and work on site is an asset
- Experience working with International staff is an asset
- Experience working with seasonal employees is an asset

**Other:**

- The Payroll & HR Generalist Position is 30 hours/week and reports to our CEO.
- The hours are Monday through Friday but occasional evening and weekends may be required.
- This position will require a mix of remote work and in office.

**What we Have to Offer:**

- Full Benefits
- Employer Matched RRSP Plan
- Fun, dynamic team culture
- An opportunity to continually grow and learn
- Ability to make a difference into the lives of others

**How to Apply:**

- **Forward resume and cover letter to [hr@easterseals.ab.ca](mailto:hr@easterseals.ab.ca) with Assistant Manager McQueen Residence in the subject of the email**
- We thank all applicants for their interest. Only those selected for interviews will be contacted