



## **EMPLOYMENT OPPORTUNITY**

### **Term Human Resources Administrative Assistant**

The City of Cold Lake is seeking a qualified individual to fill the 18-month term position of Human Resources Administrative Assistant with the Corporate Services Department.

Reporting to the Human Resources Manager, this position will provide support to various HR department related functions, including but not limited to, recruitment and selection, health and safety, employee/labour relations, and customer service. This position's primary role is to provide support to the Human Resources department based on established guidelines, bylaws, policies, and legislation. The Human Resources Administrative Assistant will be an ambassador for the City of Cold Lake by providing excellent customer service to both internal staff members and members of the community on a daily basis. This position requires an individual who is highly organized, can manage multiple projects simultaneously, and has excellent communication and interpersonal skills. The incumbent must be trustworthy and be able to deal with confidential and/or sensitive information related to labour relations and the implementation of the collective agreement.

The qualifications for this position include a post-secondary diploma in Human Resources with a minimum two years' experience working in Human Resources, preferably in a Municipality or Government. The preferred candidate will have strong computer and organizational skills, effective problem solving skills, a keen interest in Human Resources and customer service, the ability to deal with confidential and sensitive information in a professional manner, and the ability to prioritize multiple projects with tight deadlines. The incumbent must have the ability to present to small and large groups. Knowledge of the Alberta Employment Standards Code is required and experience with Bellamy Software is an asset.

The City of Cold Lake provides a competitive compensation package to successful candidates.

Interested candidates, please submit a detailed resume including qualifications and past and present work experience. Please include a cover letter describing your experience and abilities with respect to the above listed qualifications, and copies of any relevant certifications. The City of Cold Lake appreciates receiving applications from all qualified individuals; however only those short-listed for an interview will be contacted. This competition will remain open until May 13, 2021.

**Submit resumes with cover letter to:**

City of Cold Lake

Human Resources

5513 – 48 Avenue

Cold Lake, AB T9M 1A1

Facsimile: (780) 594-4041

Email: [humanresources@coldlake.com](mailto:humanresources@coldlake.com)

Or, apply online at: [www.coldlake.com](http://www.coldlake.com)