

# OPPORTUNITY

POSITION: Human Resources and Health Safety Specialist – Edmonton Alberta

REPORTS TO: Director of HR, Quality and Safety

AVAILABLE: Immediately

The Human Resources & Health and Safety Specialist position is a National Support role with primary focus as a day-to-day resource in the Western Provinces of Alberta and B.C. You will be a key resource to the company's internal Health & Safety and achieving and maintaining COR certification and Partners in Reduction Program. Occasional travel including overnight may be required.

## **DUTIES AND RESPONSIBILITIES**

Assigned recruitment activities for vacancies as they arise including writing postings, qualifying and interviewing candidates

Co-ordinate Initial sign up, orientation / mandatory training and on boarding for new hires / position changes

Conduct Training or Information session for small to medium groups of employees

Create / finalize documents for HR related correspondence (offers, etc.)

Resource for employee programs and benefits inquiries

Sign on and administrative changes to Alberta and B.C. Provincial Medical Plans

Conflict resolution resource for employees and management

Active contributor in National HR Initiatives

Help maintain Employment Equity and Pay Equity practices

Assist in developing Job Specific Training Plans

Data entry and document management of Employee Training Records

Assist in management of Workers Compensation and Short / Long Term Disability claims should they arise

Representative and active participant with Joint Health and Safety Committee

Supports all health and safety programs including audits and investigations

Assist in identifying and co-ordinating role specific safety training (JSA)

Internal Auditor to help ensure regulatory requirements and company standards are met

Privacy Officer for company and additional programs requiring like representation

Assists in the development, maintenance and continuous improvement of the Human Resources programs, policies and procedures

Must participate in continuous learning to stay current through ongoing training and education

Overall makes valuable contributions to provide a better workplace for all of our employees

## **QUALIFICATIONS & SKILLS**

Three or more years of experience in a similar role with Health and Safety experience

Post Secondary Education (College or University level) in a related discipline

Ideal candidate has education compatible with the CHRP designation

People and service oriented

Familiarity and ability to interpret and apply Human Rights, Employment Standards Act, Labour Laws, Safety Acts and Regulations and Federal and Provincial laws as they apply

Excellent communication skills, written and verbal

Good presentation skills

Professional, objective and diplomatic with strong problem solving skills

Ability to manage sensitive situations maintaining integrity and confidentiality

Advanced Computer Skills with MS Office; Word, Excel, Power Point & Visio an asset

Work independently with minimal supervision

Reliable vehicle for travel and availability to travel by plane with overnight stays if required

***If you are interested in this position, please forward your resume via fax to 905-829-5422 or e-mail [hr@levitt-safety.com](mailto:hr@levitt-safety.com).***