

HR Coordinator

As ONE Properties continues to grow, we are actively looking for a well-rounded, HR Coordinator (Part-Time, flexible work schedule) to assist our growing team. The successful candidate will work out of our Edmonton office and report directly to our COO. The candidate will be a natural problem-solver, professional, considerate and a self-starter than is comfortable working independently.

ONE Properties specializes in the research, acquisition, asset management, property management and development of real estate assets across North America.

ONE offers expertise in land planning, development, project finance, construction and marketing. Through our offices in Edmonton, Calgary and Toronto, we collaborate and partner with institutional clients to create master planned communities incorporating smart growth principles. We actively operate in the retail, industrial, office, mixed-use and residential segments of the Real Estate Market.

About the Role

The HR Coordinator will be the first point of contact for all of ONE's 70+ team members on human resource, benefits, compensation and performance management matters.

The incumbent must have excellent communication skills, experience working independently, have an acute attention to detail, strong computer skills and a good understanding of the human resource cycle from recruiting, hiring, onboarding, performance management, benefits management, discipline and terminations. This role can be fast-paced and requires effective communication and teamwork to ensure exceptional outcomes are achieved on a timely fashion.

Duties & Responsibilities

- Maintain HR systems, processes, and policies to accomplish our mandate and goals
- Participate and coordinate all aspects of the recruitment process
- Ensure all HR policies & procedures being performed are in line with the industry standard
- Prepare and assist in the preparation of presentations to management and external parties
- Help management ensure they have the correct and appropriate qualified staff complement
- Manage candidate interviews to help ensure proper candidate selection
- Facilitate and administer employee orientations and terminations and related paperwork
- Track and update all employees' related information
- Ensure personnel performance management is completed and up to date
- Continually monitor the performance review process
- Resolve conflicts and negotiating with others by handling complaints and settling disputes
- Plan and organize internal and external company functions
- Maintain sufficient knowledge of Alberta and Ontario Labour Standards and Employment Codes
- Drafting letters, employment contracts and other related correspondence/contracts or documents
- Complete bi-weekly payroll for the Company (posting, expenses and time sheet verification)
- Occasional travel to Toronto and/or Calgary may be needed to manage specific hr matters within these offices
- Any other duties as deemed necessary to advance the goals and objectives of ONE

Education & Experience

- Minimum of two (2) years in a comparable role is required
- Post-secondary education in Human Resources or another related field
- CHRP designated or working toward obtaining a CHRP designation is an asset
- Working knowledge of the Alberta Employment Standards and Labour Code and ability to learn Ontario legislation
- Excellent computer skills with the desire to learn more in addition to above average Word, Excel, PowerPoint other Microsoft skills
- Demonstrate professionalism, interpersonal skills and attention to detail
- Excellent organizational and time management skills
- Excellent verbal and written communication skills

What We Offer

- Competitive compensation package
- Excellent medical and dental benefits
- Excellent work life balance working with a progress established and growing organization

How to Apply

If you have the skills, qualifications and expertise and want to join our growing team, submit your resume, cover letter, all training/educational certificates, and salary expectations to hr@oneproperties.com with the subject line: **HR Coordinator**

Incomplete applications will not be considered. Posting will remain open until a suitable candidate is found.

This job description is a summary of the key position requirements and is not a comprehensive listing.

Additional responsibilities, duties and skills may be required for the position.

We thank all applicants for their interest, however, only those selected for interviews will be contacted.