



westside

Come be a part of it!

Westside Recreation Centre

2000-69 Street SW, Calgary, Alberta

work@westsiderec.com

POSITION: Manager of Human Resources

Westside Recreation Centre is a world-class facility based on a lifestyle and wellness concept. Since 2000, we have been providing families with high quality and accessible recreation facilities, programs and services.

We are currently recruiting for a Manager of Human Resources to join our team!

The Manager of Human Resources is responsible for managing the overall services of HR and payroll. Under the direction of the Managing Director, the Manager of Human Resources is primarily responsible for the day-to-day operations of HR and payroll functions including:

- Development, implementation and administration of employment policies, procedures and programs
- Development and implementation of recruitment, plans, processes & strategies
- On-boarding management
- Provide support to managers in HR related topics
- Review and provide guidance to management staff on workplace matters such as performance management and employee relations
- Personnel file management
- Maintains compliance with all employment laws and regulations related to Human Resources
- Maintains knowledge of best practices, trends and new technology in human resources and payroll
- Financial accountability including budget development and management
- Payroll administration
 - Administration and process of bi-weekly payroll using UKG
 - Complete payroll changes and updates for payroll processing
 - Year end reporting and T4 administration
 - Update payroll and procedure documentation,
 - Administration of employee benefits plan
 - Maintain records in compliance with legal requirements
 - Maintain and manage vacation entitlements, stat holidays and banked overtime

This full-time, hands-on permanent position works a flexible schedule of 37.5 hours/week, evening and weekend work may be required.

Qualifications/Skills required:

- Completion of post-secondary education in Human Resource Management or related field
- A minimum of 8 (eight) years experience in a hands-on human resource role

- Current Standard First Aid/CPR/AED certification
- Excellent written and verbal communication skills
- Excellent organization skills with a strong attention to detail and accuracy
- High level of human resource generalist knowledge
- Strong work ethic and professional manner
- Good understanding of HR policies, procedures and current regulations
- Proficient with payroll and HR systems, preference will be given to UKG experience
- Experience in a recreation setting is an asset
- Proof of vaccination required

Salary: Westside provides a competitive salary and benefits package

Closing Date: December 8, 2021

We are seeking a dynamic, committed and experienced individual! If you are a team player, motivated and want to be a part of the Westside team, please forward your cover letter and resume to work@westsiderec.com