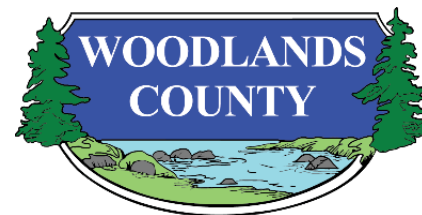


# EMPLOYMENT OPPORTUNITY WOODLANDS COUNTY



## Human Resources Coordinator, Corporate Services - Competition No: 2025-25

Woodlands County is a welcoming, community-focused municipality committed to fostering a positive and supportive workplace. We are seeking a **Human Resources Coordinator who enjoys working with people, supporting teams, and helping managers and staff thrive.**

Reporting to the Director of Finance & Business Services, the Human Resources Coordinator plays a key role in supporting an engaged, healthy, and collaborative workplace. This role works closely with all County departments, helping managers with hiring and onboarding, supporting employees, and contributing to the development of HR initiatives and policies.

### Key Responsibilities

- Build supportive, trusting relationships with employees and managers across the organization.
- Take a hands-on role in full-cycle recruitment, assisting managers with job postings, interviews, and welcoming new hires.
- Provide practical, people-focused guidance on HR policies, procedures, and legislation.
- Respond to employee inquiries respectfully, confidentially, and with a solutions-oriented approach.
- Support workplace accommodations and return-to-work processes in alignment with legislation and County practices.
- Provide employees with benefit information and plan support.
- Assist with drafting and updating HR policies, procedures, and service improvements.
- Maintain accurate, confidential HR data, and employment records.
- Collaborate with Corporate Services colleagues on organizational programs, engagement initiatives, and special projects.
- Serve as a member of the County's Emergency Response Team.
- Perform related duties as assigned by the Director, Corporate Services.
- Track recruitment timelines, turnover, vacancies, and other HR indicators and prepare regular HR reports for management (headcount, training status, etc.).

### Qualifications

- Post-secondary diploma in Human Resources, Business Administration, or a related field; a combination of education and experience may be considered.
- Strong understanding of Alberta employment legislation and HR best practices.
- Demonstrated ability to build positive working relationships and work collaboratively with others.
- Professionalism, discretion, and sensitivity when handling confidential matters.
- Clear written and verbal communication skills.
- Strong organizational and time-management skills with the ability to adapt to changing priorities.

### Working Conditions

- Primarily office-based with occasional travel to municipal sites or council meetings.
- Frequent interaction with employees and the public in a supportive service environment.
- Occasional evening or weekend work for events or operational needs.
- Light-duty physical requirements (ability to lift up to 10 kg).
- Eligibility for remote/flex work following successful completion of probation.

#### POSITION TYPE

Full-time  
Permanent

#### HOURS OF WORK

Monday to Friday  
8:15 am – 4:30 pm

#### SALARY RANGE

\$73,562/yr – \$95,854/yr

#### COMPETITION CLOSE DATE

Until suitable candidate is  
selected

#### HOW TO APPLY

**Submit your cover letter and  
resume email to:**  
**cao@woodlands.ab.ca**  
Please reference the competition  
number.

We thank all applicants for their  
interest. Only those selected for  
interviews will be contacted.

#### ABOUT OUR MUNICIPALITY

Woodlands County is a rural municipality approximately 150 kilometers northwest of Edmonton, with an area of 7,668 square kilometers. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 5,250 people, Woodlands County is a thriving natural playground, welcoming families, businesses, and tourists alike to experience and enjoy all there is to offer.

### CONTACT US

P: 1-888-870-6315 | E: cao@woodlands.ab.ca | PO Box 60, 1 Woodlands Lane, Whitecourt, AB T7S 1N3