



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/10

## Human Resources Administrator

**Job ID** 97-BF-9C-34-29-93

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=97-BF-9C-34-29-93>

**Company** Calfrac

**Location** Red Deer, Alberta

**Date Posted** From: 2023-11-27

To: 2024-05-25

**Job** Type: Full-time

Category: Office

**Languages** English

### Description

#### ROLE STATEMENT:

The Human Resources Administrator will be a member of the Human Resources Department responsible for the ongoing support of the Human Resources team with an emphasis on talent acquisition duties. Reporting to the Human Resources Advisor, Red Deer, the Human Resources Administrator will focus on assisting with both recruitment needs, as well as general HR support. This position will require travel (by both airplane and vehicle) to district locations on a regular basis.

#### Recruitment:

- Effectively and persuasively communicate the nature of the opportunity to the market, and accurately assess candidate(s) qualifications against approved position specification
- Pre-screen candidates through resume review, virtual, phone or face to face interviews
- Manage candidates through the recruitment process and work with management in coordinating and conducting interviews
- Positively and effectively keep candidates and leaders informed as to status of the recruitment efforts
- Effectively assist in managing Calfrac's applicant tracking system in Paycor
- Assist in the successful conclusion of the assignment; in particular, reference checks , pre-employment checks, offer negotiations, new hire paperwork and managing the communication of the final placement to all concerned parties
- Coordinate all new hire new orientations including booking hotels, arranging transportation and fielding all inquiries regarding the onboarding process
- Maintain good hiring manager contact and relationships
- Schedule and present at progress meetings when appropriate
- Stay current with trends and innovative recruiting techniques
- Position advertising, posting and website administration
- Position Description updating and development as necessary
- Host district orientations for those employees returning from training school
- Facilitate HR introductions during bi-weekly Orientation and Training School (OaTS)
- Seek out and attend networking events, career fairs and conferences as required both Virtually

and In-Person

**Administrative Support:**

- Manage time and attendance system (Kronos) for field and maintenance employees
- Work within employee management system (Oracle) to maintain employee records and ensure data entry accuracy
- Assist with HR master data management activities and reporting
- Assist in the creation of HR policies and procedures when necessary; formatting and editing
- Maintain confidential employee files and information
- Prepare new hire and onboarding packages as needed
- Provide data entry, filing and general administrative support
- Prepare correspondence and documentation as required by the district and HR team
- Maintain HR department spreadsheets and organizational charts
- Manage Health Surveillance records and communicate information accordingly
- May be required to provide support to employees on evenings and/or weekends from time to time

**Training and Development:**

- Entering of training information for new and existing employees
- Updating and verifying all training records
- Coordination and assembly of training materials where required
- Preparing reports and communicating reports to Managers and Districts on a regular basis and as requested

**KEY ATTRIBUTES AND COMPETENCIES:**

- Excellent communication skills with a customer service orientation and an ability to work well with all levels of the organization
- Ability to handle multiple projects and priorities with a high attention to detail
- Maintain a high standard of professionalism within multiple working environments
- Able to thrive in a rapidly changing environment
- Team player with the ability to conduct work with utmost confidentiality and professionalism
- Strong organizational skills
- Must be proactive and independent

**EDUCATION AND EXPERIENCE:**

- Post-secondary education in Business Administration, Human Resources Management or equivalent required
- Knowledge of well servicing or related oil and gas/field experience is an asset
- Valid Class 5 Drivers License or equivalent required

We would like to thank all applicants for applying to this role but only those candidates selected for an interview will be contacted.

**How to Apply**

Click "Apply Now"