



Human Resources Administrator – Edmonton, AB

**Please note candidates interested in the position will be contacted in early January 2023.*

CIMS Limited Partnership, is seeking a **highly organized, self starter** who is passionate about **connecting with people and recruitment** to fill the role of **HR Administrator**. ***This is a great opportunity for individuals who are currently pursuing education in related field and/or those who want to start a career in Human Resources.***

In the position of **HR Administrator**, you will be assisting the HR Manager in meeting corporate Human Resources objectives and supporting the recruitment process. You will be responsible for managing the needs of the hiring managers, posting job ads, sourcing and completing initial screening of applicants to find the most qualified and compatible applicants that fit our company culture. You will also be required to assist in day-to-day HR administrative needs as assigned.

You will be accountable for:

- Provide support in all aspects of CIMS recruitment programs and initiatives. This includes:
 - o assisting with the development of recruitment strategies and procedures
 - o drafting and maintaining job descriptions
 - o ensure appropriate hiring approvals are received
 - o post job openings internally and externally with available online recruitment platforms
 - o ensure compatibility of applicants to job positions
 - o forwarding resumes to the hiring manager
 - o sending emails to applicants and candidates
 - o ensuring an effective, efficient internal process is diligently followed
 - o track the status of candidates and follow up with hiring managers
 - o complete phone interviews and check prospective employee references, where applicable
 - o Assist with scheduling and coordinating phone, video or in-person interviews with hiring managers
 - o Provide support with new hire procedures and ensure all information is signed and completed.
- Ensure internal customer needs are supported to facilitate operational excellence with respect to human resources and recruitment.
- Provide HR related administrative and transactional support
- Other duties as required that facilitate the attraction of great CIMS team members
- Assist with related HR duties as assigned

A successful candidate would be an individual who is passionate about Human Resources.

- Has obtained or in pursuit of HR related education.
- Knowledge in best recruitment practices and current labour market trends is an asset.
- Familiarity in current employment law, with commitment to diversity management is preferred.
- Demonstrates commitment to staff privacy and confidentiality.
- Strong customer service orientation.
- Ability to self-start, take initiative and problem solve.
- Highly organized and detailed oriented.
- Excellent English verbal & written communication skills.

Working conditions you can expect while performing your role include:

- Working in an office environment.
- Flexible schedule to work outside of normal work hours on occasion to facilitate interviews.
- May be required to travel to visit corporate/regional offices.

About Us:

CIMS LP is 100% Canadian owned and operated mechanical contractor serving locations across Canada. CIMS provides services in the heavy industrial sector including the largest plant shutdowns and complex industrial projects in the Oil & Gas, Mining & Industrial, Pulp & Paper, and Power Generation industries. In addition to being an industry leader, CIMS is passionate about hiring and retaining the market's best talent and offers exciting work, training & development, engagement and opportunities for growth to all of its employees.

CIMS LP is committed to ensuring that reasonable accommodations are made available to person with disabilities during the recruitment, assessment and selection processes and, in consultation with job applicants, provide reasonable accommodations upon request.

We welcome and encourage applications from Indigenous Peoples, women, the LGBTQIA2 community, mature workers, people with disabilities and people from different cultural backgrounds.

If you feel you are qualified for this role, please submit your resume to RECRUITMENT@CIMSLTD.COM

Only candidates who are most qualified for the position will be contacted.