



EMPLOYMENT OPPORTUNITY

Position Title: HR Coordinator (Benefits, Pension, and Recruitment)

Location: Siksika Board of Education

Employment Type: Full-time

Salary: Based on Salary Grid

Position Summary: Reporting to the Human Resources (HR) Specialist, the HR Coordinator (Benefits, Pension, and Recruitment) is responsible for the day-to-day administration of employee benefits and pension programs, as well as supporting recruitment processes for the Siksika Board of Education (SBE). This position provides guidance to employees on benefits and pension matters, coordinates service providers, and assists in sourcing and screening candidates. The Coordinator also plays an active role in the implementation and ongoing management of the Human Resources Information System (HRIS), and works closely with the HR team to ensure effective and equitable practices.

Duties & Responsibilities (duties are not limited to those listed as follows):

- Administer employee benefits and pension programs: enrollment, changes, terminations, and annual renewals
- Responds to employee inquiries regarding benefits, pension plans, and related policies, providing information and support as needed.
- Maintain accurate benefits and pension records; ensure all documentation is up to date and processed within required timelines.
- Support the recruitment process: post ads, screen applicants, coordinate interview scheduling, and communicate with candidates.
- Collaborate with the HR Coordinator (Records, Onboarding, and Compliance) to ensure seamless onboarding and benefits integration for new hires.
- Participate in HRIS implementation, data migration, user training, and ongoing system improvements.
- Provide general HR administrative support and assist with special projects as assigned.

Qualifications:

- Clear Criminal Record Check (Vulnerable Sector) and Child Intervention Record Check
- Post-secondary education in Human Resources, Business Administration or related field (diploma or degree preferred)
- Experience in benefits administration, pension programs, and recruitment processes.
- Experience working in an educational or Indigenous context is an asset
- Familiarity with HRIS, Microsoft Office Suite, and online recruitment tools
- Strong communication and interpersonal skills, ability to explain complex benefits and pension matters clearly
- High regards for confidentiality and professionalism
- Knowledge of employment standards, benefits and pension regulations
- Valid driver's license and reliable transportation
- We seek candidates with a vested interest in the preservation of Siksika culture, language, and knowledge

How to Apply: Send your resume by email to workwithus@siksikaboardofeducation.com with subject, "HR Coordinator - Benefits, Pension, and Recruitment"

Application Deadline: Open until filled.

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