Human Resources Administrator

Competition#:CC10262026HRA

Cypress County is a vibrant rural municipality in southeastern Alberta, where wide-open spaces meet big opportunities. Home to approximately 7,800 residents across thriving rural communities, the County offers an exceptional quality of life, a strong agricultural foundation, and growing opportunities in business, industry, and innovation.

Strategically located along key transportation corridors, Cypress County combines the advantages of rural living with access to urban amenities. Rooted in community, collaboration, and a practical approach to getting things done, we're focused on creating opportunities for businesses, residents, and future generations.

THE OPPORTUNITY

At Cypress County, we believe great things happen when people have the opportunity to contribute, grow, and make a difference. We're looking for an organized, proactive, and people-focused Human Resources Administrator to join our team.

In this role, you'll play an important part in supporting our employees throughout their employment journey, from recruitment and onboarding to learning and development and day-to-day HR administration.

Working closely with the Manager of Human Resources, you'll help keep essential HR processes running smoothly, support initiatives that improve how we work, and contribute to a positive employee experience.

This is an opportunity for someone who enjoys variety, takes pride in the details, builds strong working relationships, and brings a practical, solutions-focused approach to their work.

KEY RESPONSIBILITIES

- Coordinate recruitment activities, including job postings, application screening, interview scheduling, candidate communications, reference checks, and onboarding processes. Participate in interviews as assigned.
- Maintain accurate and confidential employee records, prepare employment documentation, process routine HR transactions, and coordinate information with payroll, benefits providers, and departments.
- Coordinate routine leave documentation, correspondence, recordkeeping, and follow-up, referring complex matters to the Manager of Human Resources.
- Coordinate training registrations, scheduling, communications, and records to support employee learning and development.
- Assist with employee recognition, wellness, engagement, and other initiatives that contribute to a positive workplace.

- Maintain HR information systems, organizational records, and tracking tools; compile workforce reports; and support improvements to digital processes.
- Support job description updates, HR policies and procedures, and departmental projects through research, documentation, coordination, and administrative support.

QUALIFICATIONS AND REQUIREMENTS

- Post-secondary certificate or diploma in Human Resources, Business Administration, Office Administration, or a related field. An equivalent combination of education and experience may be considered.
- Two (2) to three (3) years of progressively responsible administrative experience, preferably in a human resources environment.
- Experience supporting recruitment, onboarding, employee records, or other HR processes is an asset.
- Strong organizational skills, attention to detail, and the ability to independently manage competing priorities and deadlines.
- Excellent interpersonal and communication skills, with a professional, approachable, and service-oriented manner.
- Demonstrated initiative, sound judgment, and practical problem-solving skills, including knowing when to seek guidance.
- Ability to handle sensitive and confidential information with discretion and integrity.
- Advanced proficiency with Microsoft 365 applications, including Word, Excel, Outlook, Teams, and SharePoint.
- Experience with HR information systems and an understanding of Alberta employment and privacy legislation are assets.
- Valid Class 5 Driver's Licence.

WORK CONDITIONS

- Primarily office-based, with regular computer use and interaction with employees, applicants, supervisors, and external service providers.
- Regular handling of confidential and time-sensitive information, requiring discretion, accuracy, and the ability to manage competing priorities.
- Occasional travel to County locations and attendance at meetings, training sessions, or employee events may be required.

WHY CYPRESS COUNTY

At Cypress County, big opportunity comes with room to make a difference. We value practical ideas, respectful collaboration, initiative and getting things done.

- Starting salary of $65,657 annually.
- Comprehensive health and dental benefits, including prescription drugs, vision care, paramedical services, disability coverage, life insurance, and emergency travel assistance.

- A Health & Wellness Allowance of up to 1.5% of annual salary
- A defined benefit pension plan through the Local Authorities Pension Plan (LAPP), with employer contributions to support your long-term financial security.
- Generous paid time off, including three weeks of vacation to start, six personal days annually, paid sick leave, and statutory holidays.
- Investment in your professional growth, with County-supported training, education, and development opportunities to build your skills and advance your career.
- Work-life balance and stability, with a permanent, full-time position and a 37.5-hour work week.

HOW TO APPLY

Please submit your resume and cover letter in PDF to **competitions@cypress.ab.ca** by **4:00 p.m. on November 6, 2026**.

Include the competition number and your full name in the email subject line (e.g., **CC10262026HRA – First Last Name**). Please also ensure your full name appears on both documents and in their file names.

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