



Come join our growing team!!

Human Resource Manager 0.8 FTE

Key Connections Consulting Inc. (KCC) is a multidisciplinary team of professionals including Behaviour Consultants, Speech-Language Pathologists, Occupational Therapists, Counsellors and Coaches. We are dedicated to improving the lives of children, youth, and adults who have challenges by helping them reach their full potential.

We are currently seeking an experienced Human Resource Manager to join our team! The position is located in Lethbridge, AB. Key Connections Consulting Inc. provides a collaborative and supportive workplace with competitive wages, benefits, group RRSP, generous starting vacation package and professional development & growth opportunities. Responsibilities include:

- Lead recruitment and onboarding of new staff
- Manage employment contracts and development & organization of handbook
- Partner with leaders and employees to build strong respectful workplace relationships and enhance team effectiveness
- Enhance performance development and career progression
- Support employee relations and conflict resolution
- Oversee staff billable time, attendance, and employee development needs
- Support employee succession planning and cross-training initiatives
- Manage leave requests, attendance tracking and employee welfare, and cross-training programs
- Maintain strong compliance with labour laws, employment standards and workplace regulations
- Support IT management related to HR systems
- Promote a positive, inclusive workplace culture

Additional Requirements:

- Bachelor's degree in HR, Business Administration, Masters in a related field with extensive HR experience.
- 3–5 years' proven experience in an HR role
- Strong communication and interpersonal skills
- Strong organizational and problem-solving skills with attention to detail.
- Knowledge of labour law, employment standards, and HR best practices
- Ability to handle sensitive and confidential information with discretion

Wage ranging from: \$47.00 - \$55.00/hr

Resumes will be accepted until a suitable candidate is found.

Please email to:

EmploymentKCC@gmail.com

For further inquiries contact Charlotte at 403-524-2522.

Resumes submitted without a cover letter will not be considered