

Human Resources Supervisor

Golden Home Caregivers Corporation

Job ID
40836

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LOCATION	DATE POSTED	EXPIRY DATE	
316, 3770 Westwinds Drive NE, Calgary, AB Alberta	13-08-2026	09-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 38/hour	1 year to less than 2 years	No degree, certificate or diploma

Job Details

Employer: Golden Home Caregivers Corporation

Job Title: Human Resources Supervisor

Wage rate: \$38/hour; 35 hours / week

Language: English

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Work Setting: Health care institution, facility or clinic

Job Description

Job Responsibilities:

- Administer staff consultation and grievance procedures
- Assign projects to subordinates and staff relating to employment, compensation, labour relations and employee relations
- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Evaluate daily operations
- Plan, develop, implement and evaluate human resources policies and programs
- Review HR projects to assure compliance with laws and regulations
- Train staff
- Establish and implement policies and procedures
- Plan, develop and implement recruitment strategies
- Manage training and development strategies
- Research employee benefits and health and safety practices and recommend changes
- Respond to employee questions and complaints
- Oversee payroll administration
- Recruit and hire staff
- Conduct performance reviews
- Plan, administer and control budgets for client projects, contracts, equipment and supplies
- Make adjustments necessary to ensure the smooth running of processes

Supervision:

16-20 people

Work conditions and physical capabilities:

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Large workload

Personal Suitability:

- Excellent oral communication
- Excellent written communication
- Judgement
- Organized
- Team player
- Efficient interpersonal skills
- Reliability
- Values and ethics
- Ability to multitask
- Accountability

How to apply:

By email: alfredo.clado@goldenhomecaregivers.ca