HR Generalist - Temporary

CAE

Job ID
41699

VIEW THIS JOB ONLINE: https://www.firstnationsjob.com/jobs/41699

LOCATION	DATE POSTED	EXPIRY DATE	
15 Wing Moose Jaw, Moose Jaw, AB| Alberta	23-11-2026	22-05-2027	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD NA	7 months to less than 1 year	Bachelor's degree

Job Details

Apply directly at: https://cae.wd3.myworkdayjobs.com/career/job/Moose-Jaw/Human-Resources-Generalist_124552

Job Description

Job Description

Please note this is a 1 year temporary contract

Description

As a Human Resources Generalist, you will provide support across a variety of Human Resources activities, with opportunities to develop practical experience in recruitment, records administration, and change coordination.

Support recruitment activities, including candidate coordination, documentation, and related administrative processes.
Assist with employee onboarding and maintain accurate employee documentation and records.
Support Human Resources records-management activities, including organizing files, preparing chronologies, maintaining trackers, and assisting with records-retention projects.
Provide administrative support for Human Resources processes and initiatives.
Assist with change coordination activities and maintain clear, organized documentation.
Handle confidential and sensitive employee information appropriately.
Work with HR systems and tools to maintain accurate records and support day-to-day HR activities.
Support Human Resources activities in a unionized environment, including recruitment and employee documentation as required.
Assist with Indigenous recruitment activities and related initiatives as required.
Collaborate with Human Resources colleagues and other stakeholders to support operational requirements.

Minimum Qualifications

Bachelor's degree in Human Resources, Business Administration or a related field, or an equivalent combination of

education and relevant experience.
Proficiency with Microsoft Word, Excel, PowerPoint, Outlook and Teams.
One to two years of relevant Human Resources, business administration, records management or related experience.
Strong organizational skills and attention to detail.
Ability to manage confidential and sensitive information appropriately.
Strong written and verbal communication skills.
Interest in developing practical experience in recruitment, records administration and change coordination.
Ability to learn HR systems and processes quickly.
Ability to prepare clear chronologies, trackers and organized file records.

Preferred Qualifications

Experience using Workday or another HR information system is considered an asset.
Experience supporting recruitment, onboarding, employee documentation or HR processes is considered an asset.
Experience in a unionized workplace, supporting Indigenous recruitment, or assisting with records-retention projects is considered an asset.
Progress toward a professional HR designation is considered an asset.

Downloaded from firstnationsjob.com on 23-11-2026